

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

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**AMIS Training Manual**

**FY 2010 Capital Magnet Fund**

**Compliance Reporting Guidance**

*September 2019*

## Contents

<b>Introduction</b> .....	<b>4</b>
<b>1. Types of Reports</b> .....	<b>5</b>
1.1 Organization vs. Award Specific Reports .....	5
1.2 Reporting Schedule .....	5
<b>2. Complete the Annual Financial Statement Audit Report</b> .....	<b>7</b>
2.1 Complete the Annual Financial Statement Audit Report (if applicable) .....	7
2.2 Explain Audit Opinion and Corrective Action (if applicable).....	11
<b>3. Complete the CMF Performance Report</b> .....	<b>16</b>
<b>3.1 Getting Started – CMF Performance Report</b> .....	<b>17</b>
3.1.1 Accessing the CMF Performance Report from the CMF Performance Report tab.....	17
3.1.2 Accessing the CMF Performance Report from the Award Detail Page.....	18
<b>3.2 Reporting Occupancy for Rental Projects</b> .....	<b>19</b>
3.2.1 Option 1 – Reporting on Rental Project Occupancy by Cloning Stage Data .....	19
3.2.2 Option 2 – Reporting on Rental Project Occupancy through bulk upload .....	22
<b>3.3 Reporting Occupancy for Homeownership Projects</b> .....	<b>31</b>
3.3.1 Option 1 – Reporting on Homeownership Project Occupancy by Cloning Stage Data .....	31
3.3.2 Option 2 – Reporting on Homeownership Occupancy through bulk upload .....	33
3.3.3 Resale of a Home to a Non-qualifying Purchaser .....	35
<b>3.4 Submitting an Annual Performance Report</b> .....	<b>36</b>
3.4.1 Generating the Performance/Compliance Review Scorecard.....	36
3.4.2 Submitting the Scorecard for CDFI Fund Review and Approval .....	37
<b>ADVANCED TOPICS and GUIDANCE</b> .....	<b>41</b>
<b>3.5 Bulk Stage data upload via .csv</b> .....	<b>41</b>
3.5.1 How to Download CSV Template.....	41
3.5.2 How to Fill In CSV File .....	42
3.5.3 How to Upload and Validate CSV File .....	44
<b>3.6 Reporting the Replacement of a Home in a Homeownership Project</b> .....	<b>49</b>
3.6.1 Report the home being replaced as Incomplete - Terminated. ....	49
3.6.2 Create the replacement home Project record and Stage record. ....	49
3.6.3 Viewing the impact on the Affordability Period on the Project record.....	50
<b>3.7 Guidance Regarding Reporting Family Occupancy of Occupied Rental Units</b> .....	<b>50</b>
3.7.1 Annual Tenant Income Reexamination and Re-categorization .....	50
3.7.2 Guidance Regarding Reporting Family Occupancy of Vacant Rental Units .....	54
<b>3.8 Guidance Regarding Homeownership Affordability Reporting</b> .....	<b>55</b>
<b>3.9 Submitting a Service Request in AMIS for Compliance</b> .....	<b>55</b>
<b>Supplemental Guidance – Verification of Migrated CMF Performance Data</b> .....	<b>57</b>

- 1. Introduction ..... 57
- 2. Check for a Project record for each Project ..... 61
- 2. Assess each Rental Project: Project Record Data..... 62
- 3. Assess each Homeownership Project: Project Record Data ..... 64
- 4. Final Steps of Verification Process ..... 66

## Introduction



*AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* is a pre-requisite for this training manual.

Recipients of Capital Magnet Fund (CMF) Awards from the Community Development Financial Institutions Fund (CDFI Fund) are required to submit annual reports as indicated in the Assistance Agreement.

The objective of this training manual is to provide fiscal year (FY) 2010 CMF Award Recipients with instructions on how to complete and submit annual reports online within the Awards Management Information System (AMIS). Note that this manual applies exclusively for reporting for FY 2010 awards. It differs from other CMF award years because different requirements exist among the award years and the investment period for FY 2010 awards has ended.

To make the best use of this guidance, Recipients should have their Assistance Agreement available for reference. See Schedules 6A and 6B for more information on the reports that apply to your organization. To complete the Performance Report, Recipients should gather information about the status of each funded Project, including results from annual income verification of rental Project residents and any changes in ownership of homeownership Projects.

FY 2010 CMF Program Recipients will submit compliance reports exclusively in AMIS:

1. Financial Condition Report (annual financial statement audit report)
2. (Annual) CMF Performance Report<sup>1</sup>

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<sup>1</sup> The CMF Performance Report is the “CMF Activities Report” portion of the Annual Report listed in Schedule 6-B.

## 1. Types of Reports

### 1.1 Organization vs. Award Specific Reports

Throughout the Period of Performance, the Recipient must provide to the CDFI Fund an Annual Report, which is comprised of two parts: the Financial Condition Report (Annual Financial Statement Audit Report) and the CMF Activities Report (Performance Report).

**TIP:** If the Recipient has a requirement to submit the Annual Financial Statement Audit Report for multiple CDFI Fund awards, this report only needs to be submitted once in AMIS for all awards for each fiscal year.

### 1.2 Reporting Schedule

In AMIS, the **Reporting Schedule**<sup>2</sup> is a central point to track and monitor the due dates and submission status of reports that are due to the CDFI Fund, for all of its awards.

**TIP:** The CDFI Fund will send the Authorized Representatives named on the **Award Detail** page in AMIS, reporting reminders 30 days and 15 days prior to the report deadline for listed reports.

**Tip:** To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

To access the **Reporting Schedule**:

1. Log into AMIS. [Link to AMIS User Login](#)
2. Click on the **Reporting Schedule** tab.



**Figure 1. Reporting Schedule Home Page**

3. To view all reports, choose **ALL** in the drop down menu. Click on **GO**. A list of compliance reports that are due will display. Note that if your organization has active awards for more than one CDFI Fund program, your list will include reports for other CDFI Fund programs, in addition to those associated with your CMF Program award.

<sup>2</sup> Terms in **BOLD** reference AMIS links, pages, or important terms.

Reporting Schedule Name	Compliance Report	Award	Fiscal Year	Due Date	Days to Submit *	Date Received
RS-19572	CMS Reports	AWD-00006204	2018	6/30/2019	304	
RS-22811	Financial Statement Aud...	AWD-00006204	2018	6/30/2019	304	
RS-18103	SF425	AWD-00005377	2018	3/31/2019	213	
RS-14784	Performance Progress R...	AWD-00005484	2018	3/31/2019	213	
RS-14717	Uses of Award	AWD-00005484	2018	3/31/2019	213	
RS-20969	Uses of Award	AWD-00006204	2018	3/31/2019	213	
RS-21848	Performance Progress R...	AWD-00006204	2018	3/31/2019	213	
RS-111361	CMF Performance Report	AWD-00005377	2018	3/31/2019	213	
RS-18102	SF425	AWD-00005377	2017	3/31/2018	-1	3/29/2018 1:21 PM
RS-18111	Financial Statement Aud...	AWD-00005377	2017	6/30/2018	-1	6/5/2018 12:16 PM

Figure 2. Reporting Schedule All List View

This space is intentionally blank.

## 2. Complete the Annual Financial Statement Audit Report

FY 2010 CMF Recipients are required to continue to submit financial statements and to complete financial statement audit reports covering the period from the start of the Performance Period through the end of the Affordability Period. The final financial report is due in the same fiscal year the Affordability period ends, which is when the Recipient's final funded Project concludes its 10-year affordability monitoring period. The Financial Statements will be reviewed by the CDFI Fund to determine the Recipient's financial and managerial soundness and to ensure the Recipient has the organizational capacity to manage its monitoring and reporting responsibilities with respect to the Capital Magnet Fund award.

### 2.1 Complete the Annual Financial Statement Audit Report (if applicable)

A new Annual Financial Statement Audit Report can be created using the **Organizations** tab found on the Organization's homepage. Locate the **Organization** record within the **Organizations** tab to find the record for which a report needs to be created.

1. Click on the **Organizations** tab or use the **Global Search** to locate the Organization.

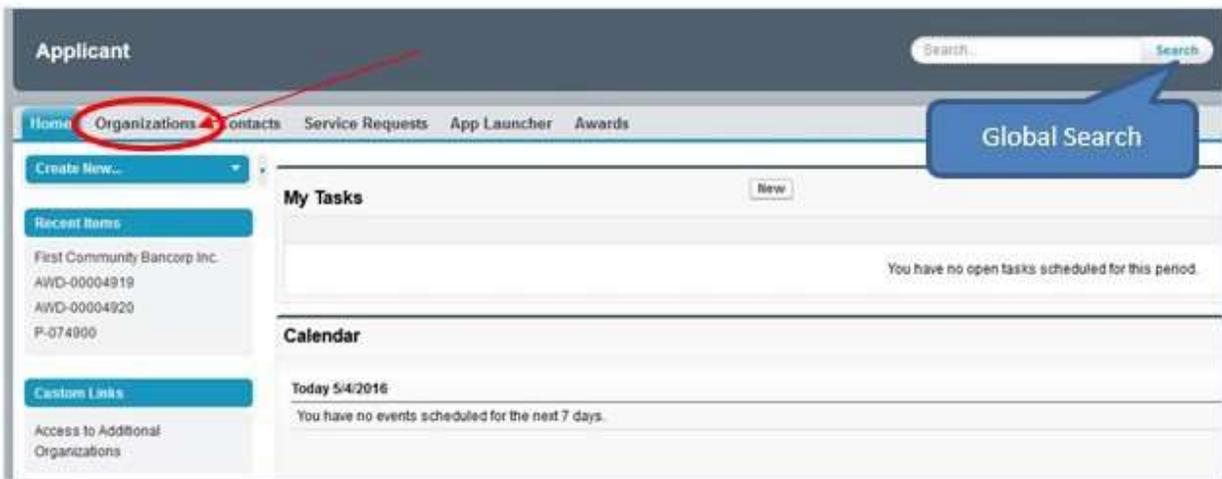


Figure 3. Home Page

2. Click on the **Organization Name** link for the reporting organization.

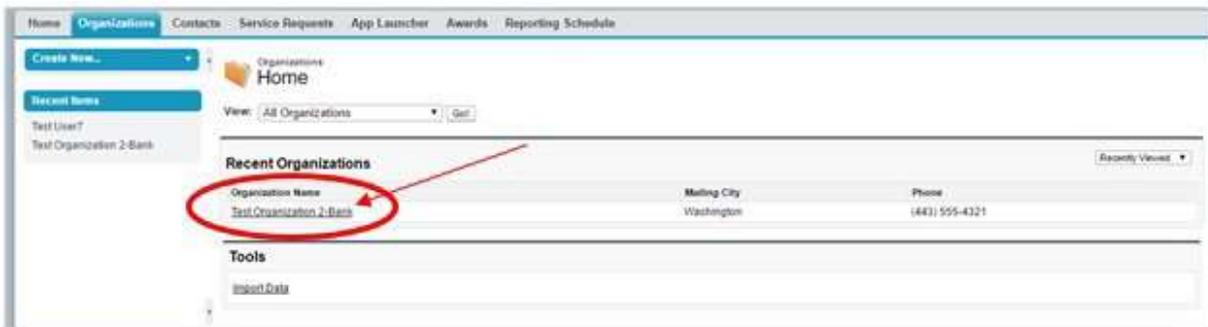


Figure 4. Organizations Tab

3. From the **Organization Detail** page, click on the **Financial Statement Audits** section link.

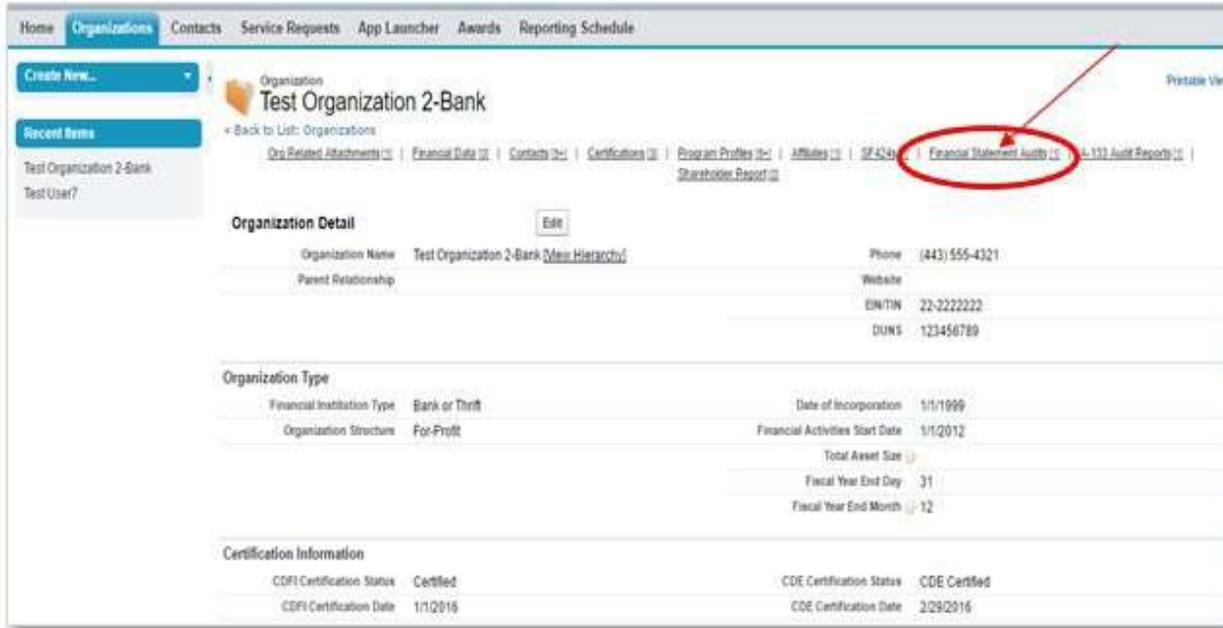


Figure 5. Organization Detail Page

4. Select the **New Financial Statement Audit** button to create a new report.



Figure 6. Financial Statement Audits Section

This space is intentionally blank.

5. Enter in all applicable information. Please note that fields with red bars next to them are required fields. Once completed, select the **Save** button.
  - a. When selecting the fiscal year, please select the applicable corresponding fiscal year. For example, if the Performance Period end date is 6/30/2018, then you would select 2018.

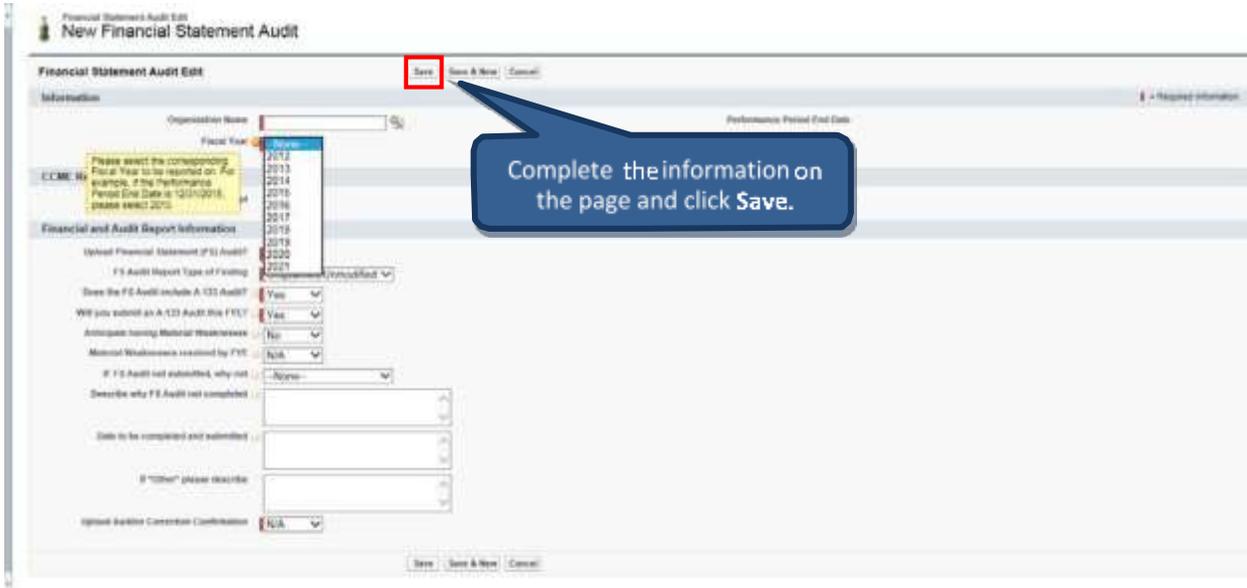


Figure 7. New Financial Statement Audit Edit Page

6. You will be forwarded to the “Financial Statement Audit” Detail page with a message stating the “Financial Statement Audit has been saved.”
7. Click the **Notes & Attachments** link to attach any Financial Statement Audit Report documents.
  - a. If you answered “Yes” to the “Upload Financial Statement FS audit?” question, then a Financial Statement Audit Report attachment will be required in order to submit the report.



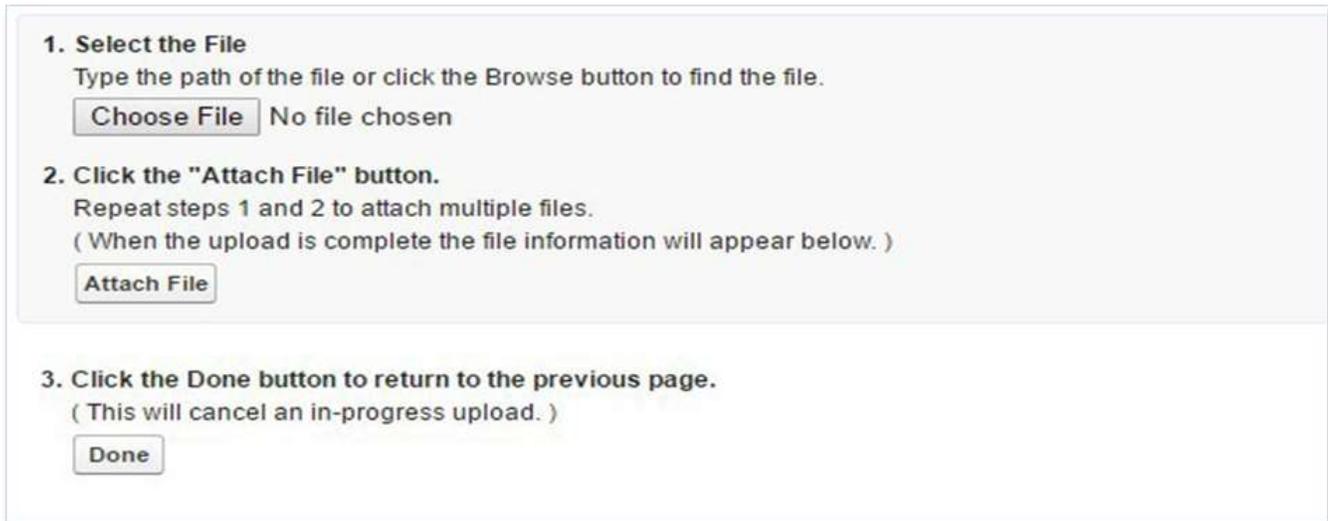
Figure 8. Financial Statement Audit Detail Page

- b. Click the **Attach File** button under the **Notes & Attachments** section.



**Figure 9. Notes & Attachments Section**

- c. You will be forwarded to a screen where you can attach a file.



**Figure 10. Attach File Edit Page**

- d. Click the **Choose File** button and browse to select a file.
- e. Click the **Attach File** button.
- f. Click the **Done** button.
- g. The attached file should be displayed under **Notes & Attachments** section. If you have a separate Single Audit Report and would like to submit it to the CDFI Fund at this time, please include this as an attachment here. Repeat steps 7b-7f to attach another file such as the Single Audit Report.

This space is intentionally blank.

8. You will receive a message stating the “Attachment(s) added.” Select the **Submit Report** button to submit your report to the CDFI Fund.



Figure 10. Financial Statement Audit Detail Page

9. A “Do you want to Submit?” pop-up confirmation box will appear, select the **OK** button to submit the Financial Statement Audit Report.

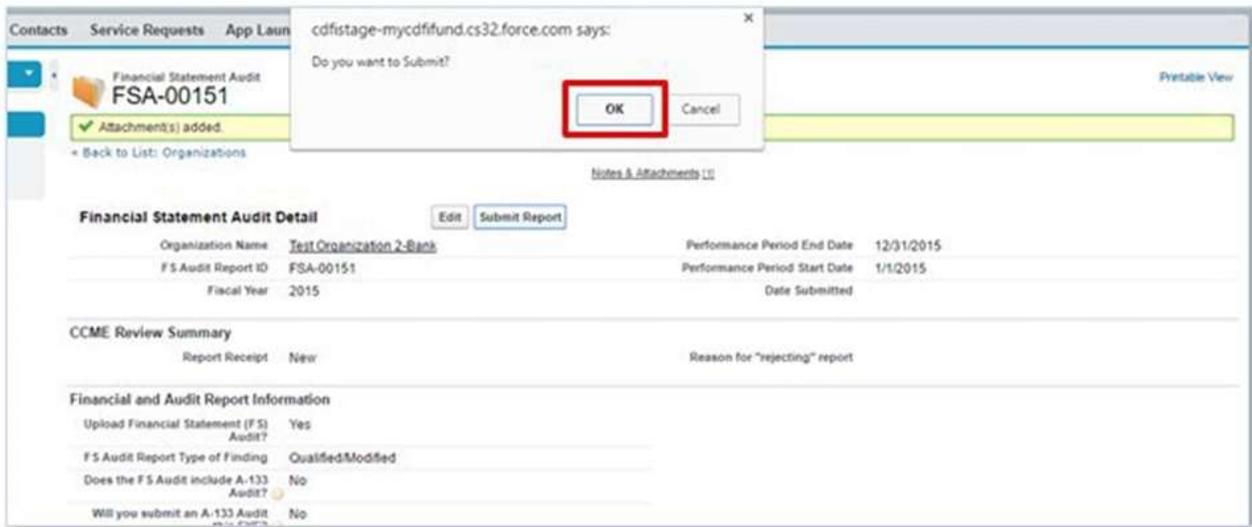


Figure 11. Financial Statement Audit Detail Page

	<p><b>Note:</b> Use the help icon  next to each field to see additional instructions on how to complete a field.</p>
--	---

## 2.2 Explain Audit Opinion and Corrective Action (if applicable)

Once the Financial Statement Audit Report has been reviewed by the CDFI Fund, a compliance determination will be made. If the Financial Statement Audit Report is found to require further explanation, the Recipient will be required to provide further information, typically involving findings and the organization’s planned corrective actions through AMIS. The Authorized Representative of the Award will receive an email from the CDFI Fund once the compliance report is released for explanation.

To Access the Financial Statement Audit Report and complete the corrective action section:

1. Login to AMIS and click on the **Organizations** tab.

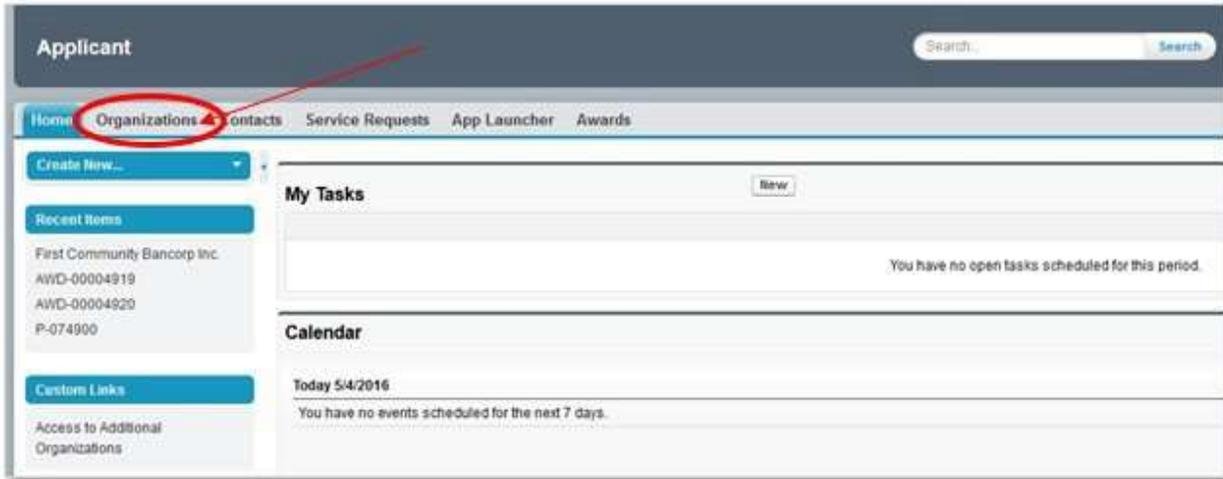


Figure 12. Home Page

2. Click on the **Organization Name** link.

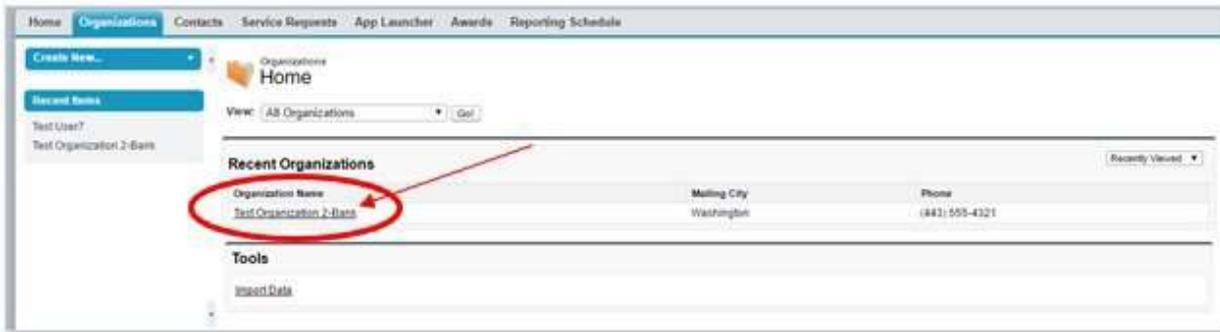


Figure 13. Organizations Tab

This space is intentionally blank.

3. From the **Organization Detail** page, click on the **Financial Statements Audits** section link.

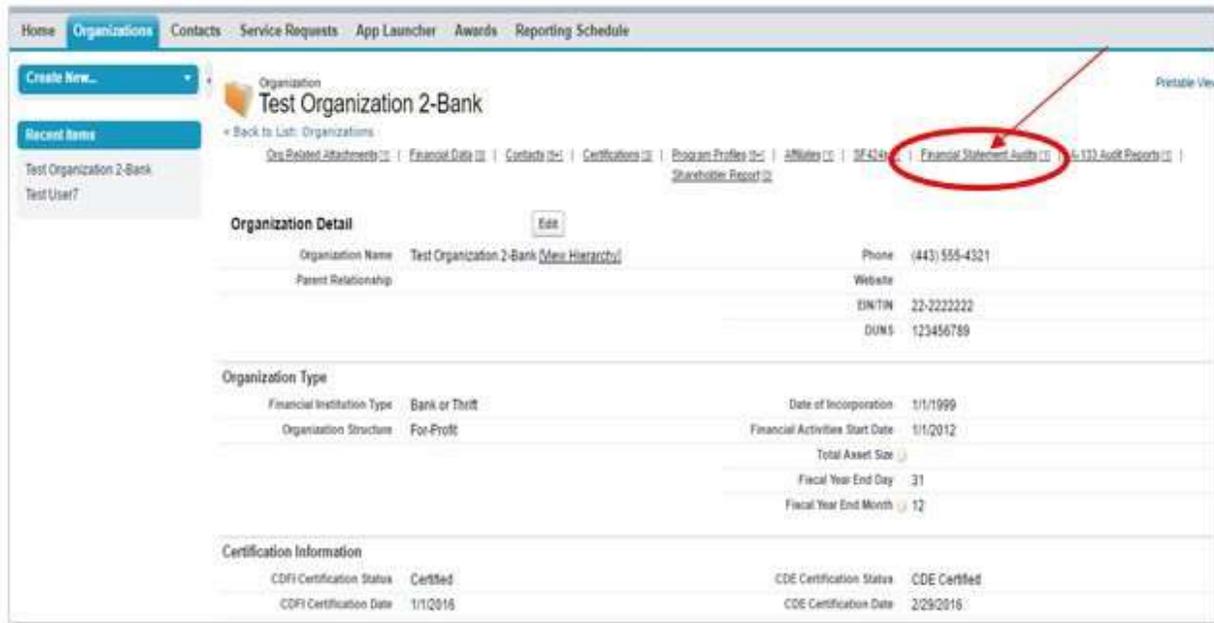


Figure 14. Organization Detail Page

4. Click the **FS Audit Report ID** link to access the report.



Figure 15. Financial Statement Audits Section

This space is intentionally blank.

5. You will be forwarded to the Financial Statement Audit Report Detail page. Select the **Edit** button and scroll down to the **Explain Audit Opinion and Corrective Actions** section.

Financial Statement Audit  
FSA-00151  
Back to List: Organizations

Notes & Attachments

**Financial Statement Audit Detail** Edit Submit Report

Organization Name	Test Organization 2-Bank	Performance Period End Date	12/31/2015
F S Audit Report ID	FSA-00151	Performance Period Start Date	1/1/2015
Fiscal Year	2015	Date Submitted	

CCME Review Summary

Report Receipt	New	Reason for "rejecting" report	
----------------	-----	-------------------------------	--

Financial and Audit Report Information

Upload Financial Statement (F S) Audit?	Yes
F S Audit Report Type of Finding	Qualified/Modified
Does the F S Audit include A-133	No

Figure 16. Financial Statement Audit Detail Page

6. Complete the required information in the “Explain Audit Opinion and Corrective Actions” section and select the **Save** button.

Recipient - Explain Audit Opinion and Corrective Actions

What caused audit opinion

Insufficient documentation of receipts and other financial spending information

Actions to address audit opinion

1. Locate required documentation per audit findings  
2. Resubmit updated documentation  
3. Re-evaluate internal documentation process

Current status of corrective actions

1. Locate required documentation per audit findings - IN PROCESS  
2. Resubmit updated documentation - ON HOLD  
3. Re-evaluate internal documentation process - IN PROCESS

Audit opinion corrected by FYE

Yes

If not corrected, explain why

Figure 17. Recipient - Explain Audit Opinion and Corrective Actions

7. Submit your report to the CDFI Fund, by clicking the **Submit for Approval** button displayed on the **Financial Statement Detail** page. A “Confirm to Submit” pop-up box will appear, click **OK**.

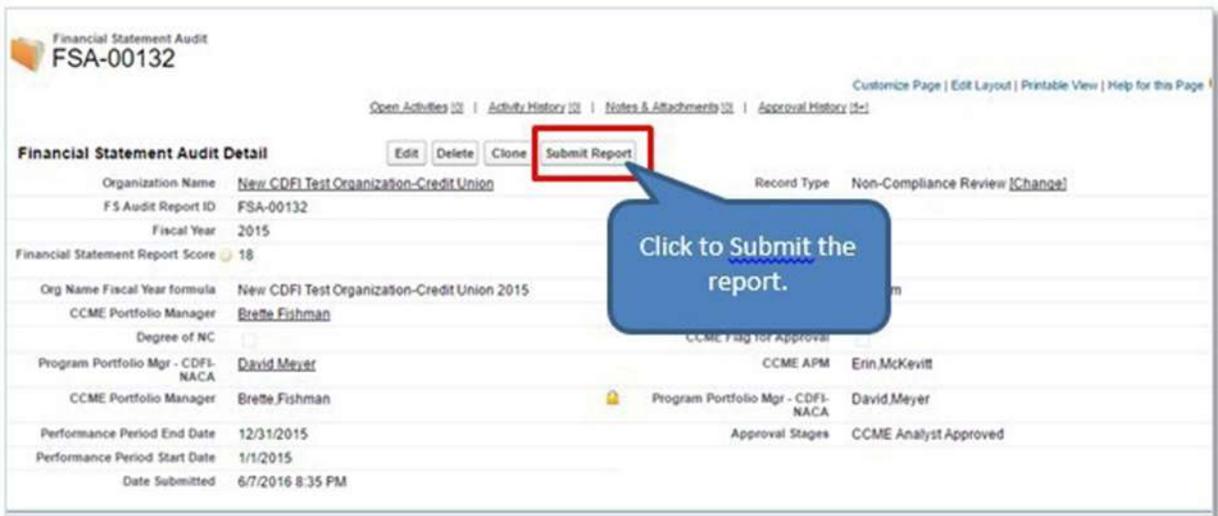


Figure 18. Financial Statement Audit Detail Page

This space is intentionally blank.

### 3. Complete the CMF Performance Report<sup>3</sup>

The **CMF Performance Report** is used to report occupancy data to the CDFI Fund during the Affordability Period. (Occasionally, it is also the way Recipients report on changes to Project status such as early termination of Projects and replacements.)

The CMF Performance Report is organized around “Projects.” A Project in the CMF Performance Report is created when a CMF investment is made in an eligible activity (e.g. a specific rental property):

- **Rental Affordable Housing**
- **Homeownership Affordable Housing**
- **Economic Development Activities**

#### Project and Stages

Understanding the **CMF Performance Report** architecture is helpful before proceeding further.

##### Inputs<sup>4</sup>

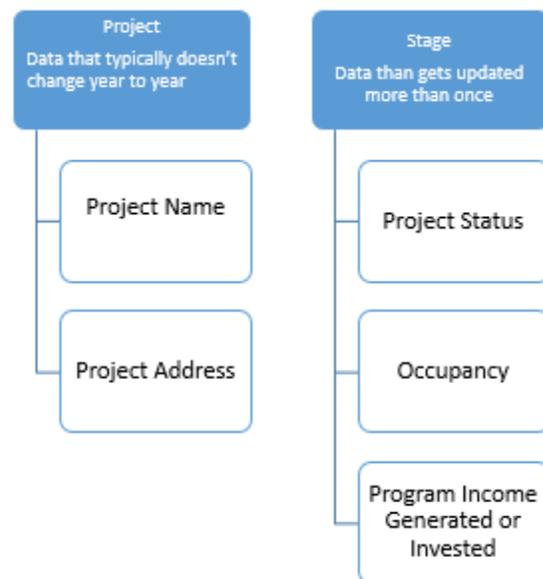
**Project** records consist of fields of data that generally don’t change from year to year (i.e. more or less static data, such as the name or address of a Project).

While **Project** records generally contain static information or information that may not change from year to year, in contrast, **Stages** contain data that is more likely to change from year to year or is subject to annual reporting. Notably, it is on **Stage** reports that the Recipient reports annual occupancy data by income category of tenants and homeowners. Each reporting year will have an annual **Stage** report for each Project through the conclusion of the Affordability Period for that Project.

##### Outputs

There are two output records that use data from the **Project** and associated **Stage** records to summarize data and display compliance information:

- **the Performance Report Detail Page**
- **the Performance Scorecard/Compliance Review Scorecard**



<sup>3</sup> The CMF Performance Report is listed as the CMF Activities Report in the 2010 Assistance Agreement.

<sup>4</sup> The CMF Performance Report uses a common layout for each award year, so there are fields that appear on the report that are not going to be applicable for 2010 Awards. In most cases, reporting annually will require only inputting occupancy data of residents of rental projects, based on the Recipient reexamination of tenant income data – five or fewer fields in total.

When considering the Performance Report Detail Page, the key takeaway is that this report displays links to **Project** records and contains the buttons to officially submit reports for review and compliance evaluation by the CDFI Fund.<sup>5</sup> It is best to think about the page as a “home page” from which the Recipient will access **Project** records and begin the process for submitting the CMF Performance Report to the CDFI Fund.

While the Performance Report Detail Page is very detailed, the Performance Scorecard/Compliance Review Scorecard presents a high level view of compliance. In the case of the 2010 awards, only a single test will appear on the Performance Scorecard/Compliance Review Scorecard. At this time, since the Investment Period is completed for the 2010 awards, only the requirement that 20 percent of rental units be occupied by Low-Income (or lower) Families is actively displayed and automated. Other elements of Affordability Period compliance will be monitored in other ways. The Performance Scorecard/Compliance Review Scorecard gives the Recipient and the CDFI Fund a quick way to see if the Recipient is compliant on the requirement that at least 20 percent of units in each rental Project is occupied by a Low-Income (or lower) Family.

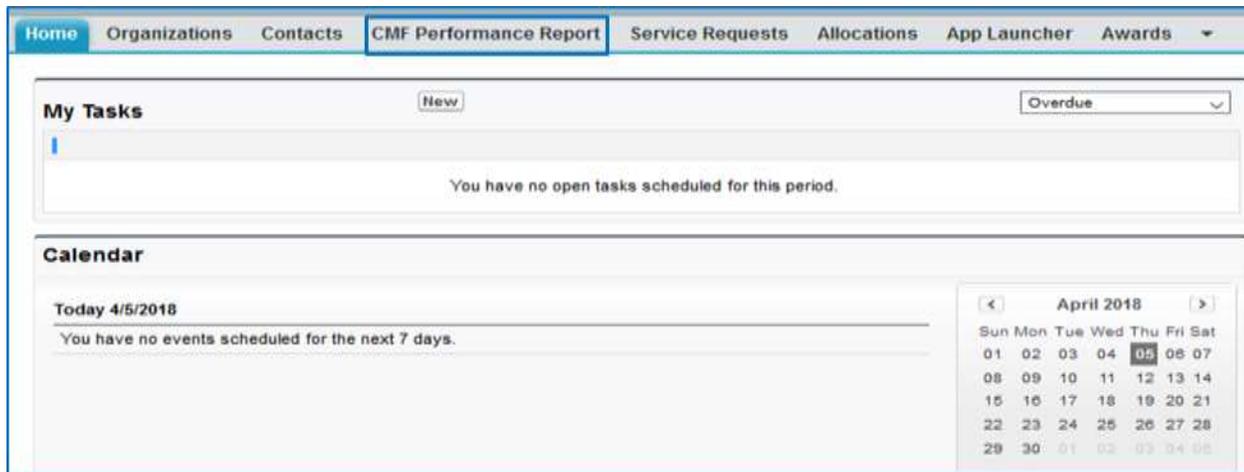
### 3.1 Getting Started – CMF Performance Report

**TIP:** You will find the due dates for the **CMF Performance Report** listed in your **Reporting Schedule** and Schedule 6B of the Assistance Agreement.

Once logged into AMIS, navigate to the **CMF Performance Report** using one of the following methods.

#### 3.1.1 Accessing the CMF Performance Report from the CMF Performance Report tab

1. Log into AMIS and click on the **CMF Performance Report** tab.



#### Home Screen- CMF Performance Report Tab

2. The **CMF Performance Report(s)** for your Organization will be listed. Click on the record to view the “CMF Performance Report Detail” page. If you do not see your FY 2010 **CMF Performance Report**, select “All” from the **View** menu and click “Go!”

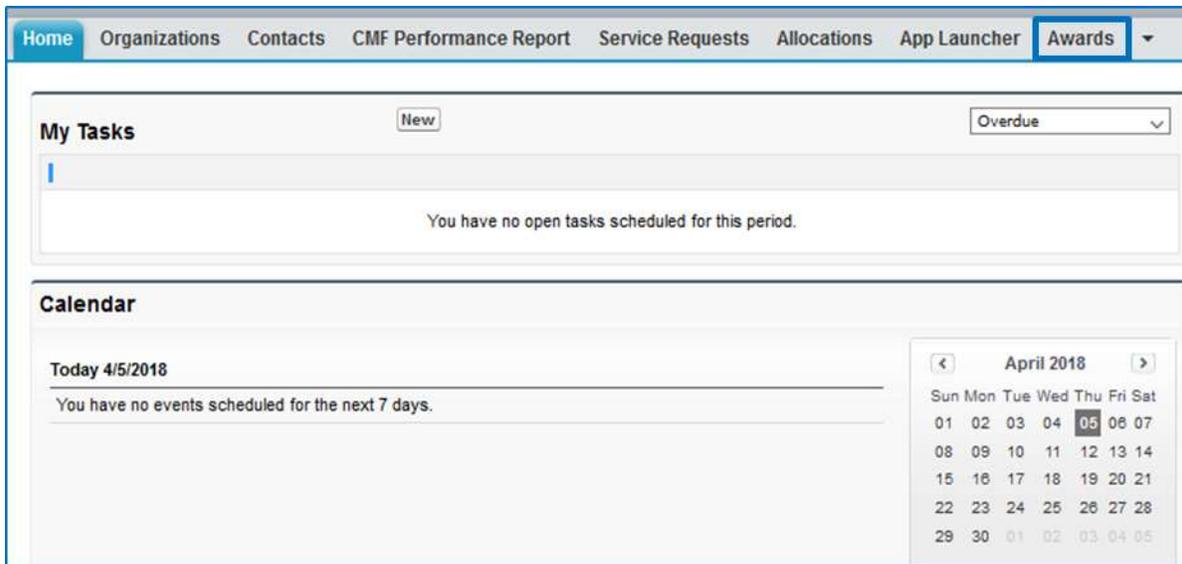
<sup>5</sup> The Performance Report Detail Page shares a common layout with other CMF award years, so it displays a lot of information that isn’t going to be relevant for 2010 awards. Data points not critical to ongoing monitoring may have missing or inaccurate values. These should be disregarded.



CMF Performance Report Home Page

### 3.1.2 Accessing the CMF Performance Report from the Award Detail Page

1. Log into the application.
2. On the home page, navigate to the **Awards** tab.



User Home Screen- Awards Tab

3. On the “Awards” home page, select “CMF” as the award name under the Award Program drop-down menu in order to access the award’s detail page. If the desired award is not listed, select “All” from the drop-down menu and click **Go!** to display all awards.

Action	Award Name +	Organization	Award Control Nu...	Award Year	Award Program	Award Amount \$	Award Statu
Edit	AWD-00006504	Test Applicant_Org_05	171CM022187	2017	CMF	\$800,000.00	Executed

**Awards Home Page**

- On the “Award Detail” page scroll down to the section **CMF Performance Report**. Click on the **Performance Report Name** link to open the “CMF Performance Report Detail” page.

Action	Performance Report Name
	<a href="#">PR-00016</a>

**CMF Performance Report Section**

### 3.2 Reporting Occupancy for Rental Projects



Before proceeding with reporting in AMIS for 2018, 2010 Recipients must follow the supplemental guidance starting on page 69 of this document for verification of migrated 2017 performance data last reported in the Community Impact Information System to AMIS.

#### 3.2.1 Option 1 – Reporting on Rental Project Occupancy by Cloning Stage Data

Recall that a **Stage** represents the annual update to data on each Project. Recipients can use “cloning” of Stage records to prepare the annual update. Cloning is simply making a copy of a prior year Stage record. This method of data update will be preferred when there are relatively few Projects on which to report.

- Log into AMIS.
- Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in section 4.1.

**Warning: Follow the supplemental instructions starting on page 69 for review and submission of the 2017 performance report before working on 2018 reporting.**

- Either hover over the **Projects** link at the top of the page to reveal the Projects associated with the 2010 Awards or scroll down to the **Projects** related list. Select the Project for which you want to create a new Stage record by clicking on the **Compliance Project ID** link for that Project.

Action	Compliance Project ID	Project Name
<a href="#">Edit</a>	<a href="#">P-00080</a>	Leverage Case
<a href="#">Edit</a>	<a href="#">P-00081</a>	Direct Admin Expense
<a href="#">Edit</a>	<a href="#">P-00082</a>	EDA test of commitment
<a href="#">Edit</a>	<a href="#">P-00083</a>	Homeownership Commitment Test
<a href="#">Edit</a>	<a href="#">P-00084</a>	Disburse without Commitment

[Show 5 more »](#) | [Go to list \(13\) »](#)

4. You will now be on the **Project Detail** page for that Project. Either hover over or click on the **CMF Project Stages** link at the top of the page of the page or scroll down to the **CMF Project Stages** list section of the page. Click on the **Clone Last Stage Report** link:

CMF Project Stages		<a href="#">Create New Stage Record</a>	<a href="#">Clone Last Stage Record</a>		
<input type="checkbox"/> Action	CMF Project Stage Name	Project Status	Reporting Year	Stage Status	Disbursement Status
<input type="checkbox"/> <a href="#">Edit</a>	<a href="#">S-002080</a>	Placed into Service	2017	Affordability	Fully Disbursed
<input type="checkbox"/> <a href="#">Edit</a>	<a href="#">S-002123</a>		2018	Affordability	

5. Choose “Affordability” under the **Choose stage status** menu and click **Create**.

Choose stage status:

Affordability ▼

and clone the stage:

CREATE

[Click to cancel and return to project page](#)

6. You will now be on the **CMF Project Stage Detail Page**. Click **Edit**.



**CMF Project Stage Detail**



CMF Project Stage Name	S-002176	Record Type	Rental Housing
Project Name	RH	CMF Project	P-01162
Project Status	Complete	Award Year	2010
Stage Status	Affordability	Reporting Year	2018

7. The Stage fields are now available for editing.

Under **Rental – Dollars Expended (CMF and Leveraged Funds) for Units Completed**, there should be a zero in each of the fields circled in this section of the image below.

Under the **Rental – Number of Cumulative Units Completed** section, ensure that all fields are either blank or contain a zero. (This indicates that no ADDITIONAL units were placed into service for the Project during the performance year.)

Finally, under the **Rental Units Occupied at Performance Year End** section, based on the Recipient reexamination of annual income, enter the number of Families occupying the Project within each income category.

This space is intentionally blank.

8. Click **Save** to save the **Stage** record. Repeat this process for each Rental Project. Note that there are several ways to return to the **CMF Performance Report Detail** page. A quick way to do this is to select the **CMF Project** link. Then select the **Performance Report** link. From here you can select another Project or proceed to submission of the report.

**Rental- Dollars Expended (CMF and Leveraged Funds) for Units Completed**

EPC: Recipient - Level Leveraged Dollars	<input type="text"/>	Extremely Low Income Families (Dollars)	<input type="text" value="0"/>
EPC: 3rd Party Private Dollars	<input type="text" value="0.00"/>	Very Low Income Families (Dollars)	<input type="text" value="0"/>
EPC: 3rd Party Public Dollars	<input type="text" value="12,000,000.00"/>	Low Income Families (Dollars)	<input type="text" value="0"/>
EPC: Related Private Dollars	<input type="text" value="0.00"/>	Other Eligible Families (Dollars)	<input type="text" value="0"/>
EPC: Related Public Dollars	<input type="text" value="0.00"/>	Non Eligible Families (Dollars)	<input type="text" value="0"/>
Non Eligible Project Costs in Year	<input type="text"/>		

**Rental- Number of Cumulative Units Completed**

Extremely Low Income Families (Complete)	<input type="text" value="0"/>
Very Low Income Families (Complete)	<input type="text" value="0"/>
Low Income Families (Complete)	<input type="text" value="0"/>
Other Eligible Families (Complete)	<input type="text" value="0"/>
Non Eligible Families (Complete)	<input type="text" value="0"/>

**Rental- Units Occupied at Performance Year End**

Extremely Low Income Families (Occupied)	<input type="text" value="4"/>
Very Low Income Families (Occupied)	<input type="text" value="10"/>
Low Income Families (Occupied)	<input type="text" value="12"/>
Other Eligible Families (Occupied)	<input type="text" value="3"/>
Non Eligible Families (Occupied)	<input type="text"/>

Buttons: **Save** **Save & New** **Cancel**

### 3.2.2 Option 2 – Reporting on Rental Project Occupancy through bulk upload

Recipients have the option to download and upload a .csv formatted excel file to submit **Stage** data for multiple Projects at the same time. This will be a preferred method when the Recipient has a significant number of Projects.<sup>6</sup> To upload the **Stage** records through the CSV form, the following steps needs to be performed:

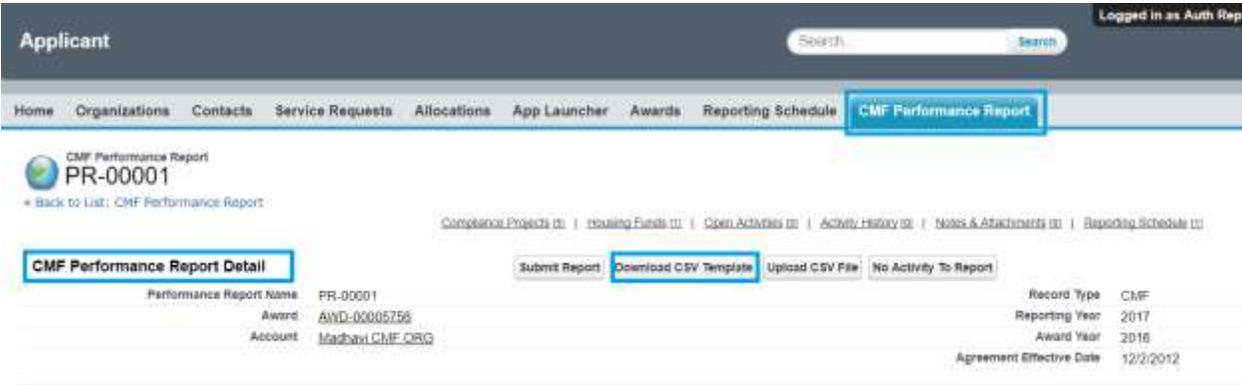
1. Download the CSV Template
2. Fill in the CSV file
3. Upload the CSV File

<sup>6</sup> Note that Rental and Homeownership Stage records can be updated using a single file submission, although each is covered separately in this instruction manual.

3.2.2.1 How to Download CSV Template

1. Log into AMIS.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in section 4.1.
3. Click on the **Download CSV Template** button located on the **CMF Performance Report Detail** page.

**CMF Performance Report Detail Page- Download CSV Template**



4. A new browser window will open and will ask you to open or save a formatted CSV file. This may look slightly different depending on the browser being used, however the action of opening or saving the CSV file will be similar



**Download CSV File Dialog Box**

5. Save the CSV file locally and open the file to view the contents. The CSV file should look similar to the image below and will be populated with both the User-defined Project Name (from the legacy data or the last name assigned to the Project in AMIS) and an AMIS assigned Project ID number. **Do NOT change the AMIS assigned Project ID.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R			
1	Template Name	Project ID	Stage	Stat	Extremely	Very Low	Low	Incon	Other	Elig	Non	Elig	Extremely	Very Low	Low	Incon	Other	Elig	Non	Eligible Families (Complete)	
2	CMF_Template	Field Type	PICKLIST	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(4,0)
3		Options	f	Investment;	Affordability;																
4	Project Name	Help text	Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;																		
5	Project 1	P-01386																			
6	Project 2	P-01387	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
7	Project 3	P-01388																			
8	Project 4	P-01389																			
9	Project 5	P-01390	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
10																					
11																					

**Sample CSV Template**

The rows of the template explain what type of information is required in each permissible field:

**Row 1: Fields-** The field names displayed corresponding to fields on the Project **Stage** record.

	A	B	C	D	E	F	G
1	Template Name	Project ID	Stage Status	Extremely Low Income Families (Occupied)	Very Low Income Families (Occupied)	Low Income Families (Occupied)	Other Eligible

**Row 1- Fields**

**Row 2: Field Type-** This row defines the format of the response required for the data entered in each column field.

Field types include:

1. PICKLIST- The user will choose one of the listed responses. In the CSV file, these responses are listed in **Row 3, Options for Picklist Field**, and separated by a semicolon. Only column C contains a picklist.
2. NUMBER (4,0)- Input response using only numerical characters. The system will accept a number with up to 4 characters and no decimal places.

	A	B	C	D	E	F	G	H
2	CMF_Template_2010v5	Field Type	PICKLIST	NUMBER (4,0)				

**Row 2- Field Type**

**Row 3: Options for Picklist Field-** If the field type is a picklist field, this row will list the picklist options available, each option separated by a semicolon. Only column C contains a picklist field.

	A	B	C
3		Options for Picklist Field	Investment; Affordability;

**Row 3- Options for Picklist Field**

	A	B	C
4	Project Name	Help text	Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;

**Row 4- Help Text**

**Row 4: Help Text-** This row includes any necessary explanatory text for each field. Most importantly, it includes which fields in this template are required in order to submit the CSV file successfully.

6. Expand the columns as needed. Add the required data points. Do not delete any data that was prefilled by the system.
  - The CSV Template will list all Projects starting in column A, Row 5, by the user defined Project Name last reported in the Community Impact Information System (unless subsequently changed in AMIS).<sup>7</sup>
  - In column C, please select “Affordability” since the Projects you are reporting on are in the Affordability Period of the compliance period.
  - In columns D through H indicate the number of Families occupying units at each income level. For example, if a given Project had 10 Low-Income Families occupying units in 2018, 10 would be indicated in column F. Blanks in numeric fields are interpreted as zeros by the system.

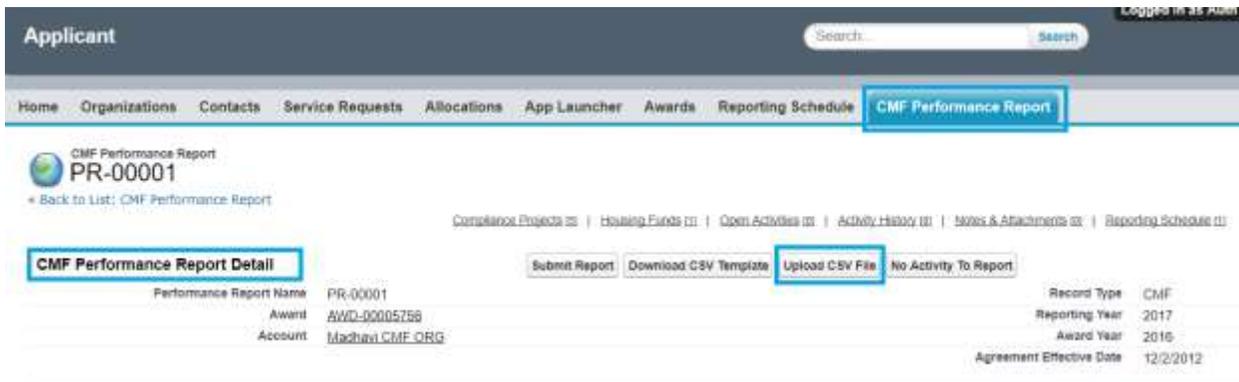
<sup>7</sup> Recipients have the option to change the User-defined Project Number through an edit to the Project record but should never change the Project Name or AMIS-designated Project ID on the CSV file, which appears in the second column.

- In columns I through M please add zeros (0) to each column for each rental Project. This indicates that no ADDITIONAL units were placed into service during the last performance year.
7. Once completed, save the CSV file locally. **DO NOT CHANGE THE FILE FORMAT.**

### 3.2.2.2 How to Upload and Validate the CSV File

To upload the CSV file:

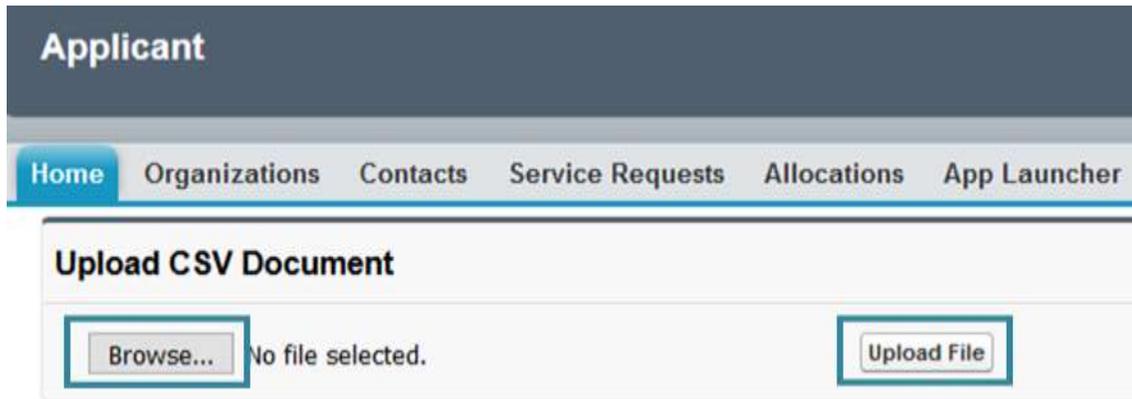
1. Log in to AMIS.
2. Navigate to the **CMF Performance Report** tab and select the 2010 Performance Report.
3. On the CMF Performance Report Detail page click on the **Upload CSV File** button.



CMF Performance Report Details Page- Upload CSV File

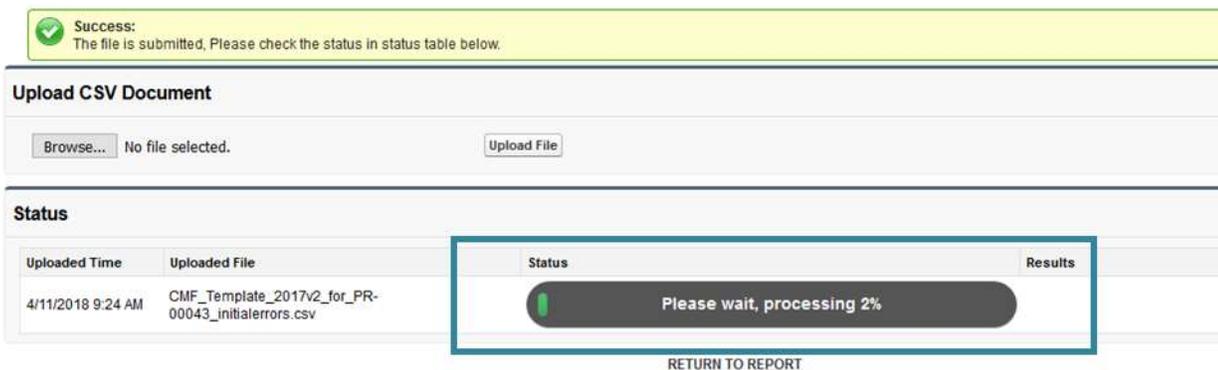
This space is intentionally blank.

- Click on the **Browse** button to locate the file from your machine, select the file.



**Browse For and Upload CSV File**

- After selecting the file, click on the **Upload File** button. A confirmation will appear and the status of the file upload will be visible in the status bar below.



**Upload CSV Document- Status Bar**

- Once your CSV File is uploaded, your status bar will display one of the following results:
  - File Uploaded Successfully
  - Initial Validation Errors
  - Partial File Upload
- If your status reads **File Uploaded Successfully**, your document has no errors. Click on the **Download Success Results Here** link to view your results.



**File Uploaded Successfully and Results Download**

- The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists the ID number of all updated Projects and the type of Stage Status successfully created for them. These new Stages are accessible from the Project’s detail page.

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

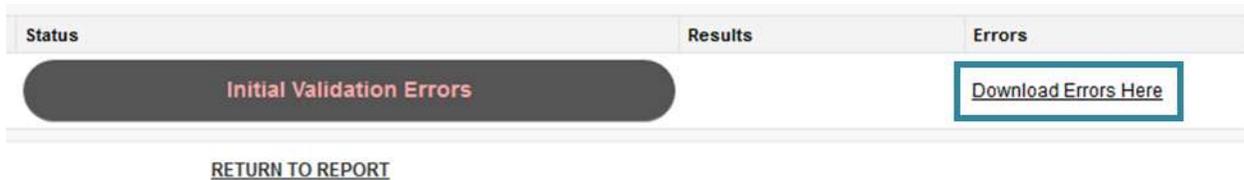
**Successful CSV Upload Results- Created Stages**

- Click on the **Return to Report** link under the Status bar in the application to navigate back to the Performance Detail page.



**CSV File Upload- Return to Report**

- If your CSV file upload returns the status **Initial Validation Errors**, there are incorrect or missing values entered in your file. You cannot continue with the upload of the file if there are any error messages. Click on the **Download Errors Here** link to download the system’s error report.



**Initial Validation Errors and Errors Download**

- The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists what kind of error is present, what Project ID it is associated with, the field where the incorrect value was entered, and what value is incorrect. For example, in row 2 a picklist value was entered incorrectly in the **Stage Status Field** for **Project P-01590**. The **Wrong Value** column shows that the value “Investments” was entered instead of the picklist option “Investment”. To correct this error, find the **Stage Status Field** for Project P-01590 in your CSV file and correct the spelling of the picklist option.

	A	B	C	D
1	Error message	Project	Field	Wrong Value
2	PickList value is not correct	P-01590	Stage Status	Investments
3	This is a required field	P-01591	Stage Status	empty
4	This is a required field	P-01592	Disbursement Status	empty
5	This is a required field	P-01593	Use of Funds	empty
6	This is a required field	P-01594	Project Status	empty
7	PickList value is not correct	P-01594	Disbursement Status	Partially
8	This is a required field	P-01594	Stage of Investment	empty
9	This is a required field	P-01598	Stage Status	empty
10	This is a required field	P-01598	Use of Funds	empty
11	This is a required field	P-01599	Stage of Investment	empty
12	PickList value is not correct	P-01600	Type of Disbursement	Multiples

### Initial Validation Error Report

- Once errors are fixed, try to upload the file again.
- If your CSV file upload returns the status **Partial File Upload**, your file was successfully validated and the system created Project Stages for some, but not all of your Projects. There are some Projects that still contain impermissible values that need to be corrected in order to generate Project Stages.

Status	Results	Errors
<b>Partial File Upload 100%</b>	<a href="#">Download Success Results Here</a>	<a href="#">Download Errors Here</a>

[RETURN TO REPORT](#)

### Partial File Upload

This space is intentionally blank.

14. To view which Stages were created successfully, download the Success Results report. The spreadsheet lists the ID number of all updated Projects and the type of Stage Status successfully created for them. These new Stages are accessible from the Project’s detail page.

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

**Successful CSV Upload Results - Created Stages**

15. Return to the CSV Upload page. You will need to address the mistakes in the error report to generate Stages for **all** your Projects. Click on the **Download Errors Here** link to download the system’s error report.

Status	Results	Errors
Partial File Upload 100%	<a href="#">Download Success Results Here</a>	<a href="#">Download Errors Here</a>

[RETURN TO REPORT](#)

**Partial File Upload- Error Report**

This space is intentionally blank.

16. The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists the Project ID and Error Field and briefly describes why the entry must be corrected.

For example, in row 3 the Project P-01600 has an error in the field **Date Funds Committed** because the date entered is a future date. Correct the date to a permissible value.

	A	B	C
1	Erroring Project Line	Erroring Field	Error Message
2	Project line P-01591 with stage Investment has a pick-list value which is not allowed. For more details please read Field Help Text column	Use of Funds	Bad value for restricted picklist field: Direct Administrative Expenses
3	Project line P-01600 with stage Investment does not satisfy the validation rule. For more details please read Error Message column	Date Funds Committed	Date Funds Committed must not be a future date

**Partial Upload- Final Error Report**

17. Once errors are fixed, try to upload the file again. After you receive notification that you are successful, click on the **Return to Report** link under the **Status** bar to navigate back to the CMF Performance Report Detail page.



**CSV File Upload- Return to Report**

18. Proceed to the directions in Section 4.4 of this guide to complete submission of the report.

### 3.3 Reporting Occupancy for Homeownership Projects



**Before proceeding with reporting for 2018 in AMIS, 2010 Recipients must follow the supplemental guidance starting on page 69 of this document for verification of migrated 2017 performance data last reported in the Community Impact Information System to AMIS.**

**Caution: Use the Procedures under Section 4.3 only when the original owner remains the occupant or there is a subsequent qualified purchaser of the home.**

Annually, for each CMF financed/supported Homeownership unit, the Recipient must track whether the original purchasing Family remains the owner of the home and the home continues to serve as a principal residence **OR** (1) a subsequent owner is an Eligible-Income Family (Family income is 120% AMI or lower); (2) the new Family purchased the home at no greater than 95 percent of the median purchase price as used in the HOME Program; AND (3) the home serves the new Family as the principal residence. Where these ownership conditions apply, the Recipient will confirm continuing compliance of the Homeownership Project through creation and submission of a **Stage** report with no change to the data.

#### 3.3.1 Option 1 – Reporting on Homeownership Project Occupancy by Cloning Stage Data

Recall that a **Stage** represents the annual update to data on each Project. Recipients can use “cloning” of Stage records to prepare the annual update. Cloning is simply making a copy of a prior year Stage record. This method of data update will be preferred when there are relatively few Projects on which to report.

1. Log into AMIS.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in section 4.1.

This space is intentionally blank.

3. Either hover over the **Projects** link at the top of the page to reveal the Projects associated with the 2010 Awards or scroll down to the **Projects** related list. Select the Project for which you want to create a new Stage Record by clicking on the **Compliance Project ID** link for that Project.



Action	Compliance Project ID	Project Name
<a href="#">Edit</a>	<a href="#">P-00080</a>	Leverage Case
<a href="#">Edit</a>	<a href="#">P-00081</a>	Direct Admin Expense
<a href="#">Edit</a>	<a href="#">P-00082</a>	EDA test of commitment
<a href="#">Edit</a>	<a href="#">P-00083</a>	Homeownership Commitment Test
<a href="#">Edit</a>	<a href="#">P-00084</a>	Disburse without Commitment

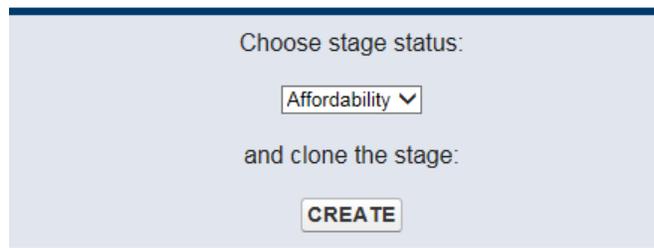
[Show 5 more »](#) | [Go to list \(13\) »](#)

4. You will now be on the **Project Detail** page for that Project. Either hover over or click on the **CMF Project Stages** link at the top of the page of the page or scroll down to the **CMF Project Stages** list section of the page. Click on the **Clone Last Stage Report** link:



<input type="checkbox"/> Action	CMF Project Stage Name	Project Status	Reporting Year	Stage Status	Disbursement Status
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">S-002080</a>	Placed into Service	2017	Affordability	Fully Disbursed
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">S-002123</a>		2018	Affordability	

5. Choose “**Affordability**” under the **Choose stage status** menu and click **Create**.



Choose stage status:

and clone the stage:

[Click to cancel and return to project page](#)

This space is intentionally blank.

6. You will now be on the **CMF Project Stage Detail Page**. Click **Edit**.



CMF Project Stage  
S-002176

**CMF Project Stage Detail**

CMF Project Stage Name	S-002176	Record Type	Rental Housing
Project Name	RH	CMF Project	<a href="#">P-01162</a>
Project Status	Complete	Award Year	2010
Stage Status	Affordability	Reporting Year	2018

[Edit](#) [Clone](#)

7. Click **Save** to save the Stage record. Repeat this process for each Homeownership Project. Note that there are several ways to return to the **CMF Performance Report Detail** page. A quick way to do this is to select the **CMF Project** link. Then select the **Performance Report** link. From here you can select another Project or proceed to submission of the report.

### 3.3.2 Option 2 – Reporting on Homeownership Occupancy through bulk upload

Recipients have the option to download and upload a .csv formatted excel file to submit Stage data for multiple Projects at the same time. This will be a preferred method when the Recipient has a significant number of Projects.<sup>8</sup>

To upload the Stage records through the CSV form, the following steps needs to be performed:

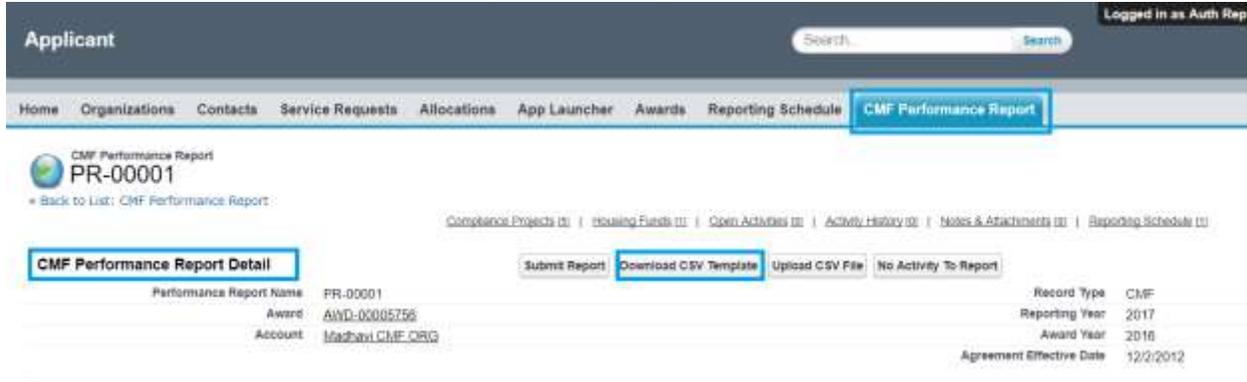
1. Download the CSV Template.
2. Fill in the CSV file.
3. Upload the CSV file.

#### 3.3.2.1 How to Download the CSV Template

1. Log into AMIS.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in section 4.1.
3. Click on the **Download CSV Template** button located on the **CMF Performance Report Detail** page.

<sup>8</sup> Note that Rental and Homeownership Stage records can be updated using a single file submission, although each is covered separately in this instruction manual.

### CMF Performance Report Detail Page- Download CSV Template



- A new browser window will open and provide a CSV download file. This may look slightly different depending on browser being used, however the action of opening or saving the CSV file will be similar.

#### Download CSV File Dialog Box



- Save the CSV file locally and open the file to view the contents. The CSV file should look similar to the image below and will be populated with both the User-defined Project Name (from the legacy data) and an AMIS assigned Project ID number. Do NOT change the AMIS assigned Project ID.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Template Name	Project ID	Stage	Stat	Extremely	Very Low	Low Incon	Other Elig	Non Eligible	Extremely	Very Low	Low Incon	Other Elig	Non Eligible	Families (Complete)	
2	CMF_Template_201	Field Type	PICKLIST	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER	(	NUMBER (4,0)
3		Options for	Investment;	Affordability;												
4	Project Name	Help text	Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;													
5	Homeownership 1	P-01386		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
6	Homeownership 2	P-01387		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
7	Homeownership 3	P-01388		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
8	Rental 1	P-01389														
9																

#### Sample CSV Template

The rows of the template explain what type of information is required in each permissible field:

**Row 1: Fields-** The field names for corresponding Project Stage records that you will fill in for each Project.

	A	B	C	D	E	F	G
1	Template Name	Project ID	Stage	Status	Extremely Low Income Families (Occupied)	Very Low Income Families (Occupied)	Low Income Families (Other Eligible)

#### Row 1- Fields

**Row 2: Field Type-** This row defines the format of the response required for the data entered in each column field.

Field types include:

- PICKLIST-** The user will choose one of the listed responses. In the CSV file, these responses are listed in **Row 3, Options for Picklist Field**, and separated by a semicolon. Only column C contains a picklist.
- NUMBER (4,0)-** Input response using only numerical characters. The system will accept a number with up to 4 characters and no decimal places. Note that for Homeownership Projects columns D – M will be pre-filled with NA. This is an indication that no data entry is required.

	A	B	C	D	E	F	G	H
2	CMF_Template_2010v5	Field Type	PICKLIST	NUMBER (4,0)				

**Row 2- Field Type**

**Row 3: Options for Picklist Field-** If the field type is a picklist field, this row will list the picklist options available, each option separated by a semicolon. Only column C contains a picklist field.

	A	B	C
3		Options for Picklist Field	Investment; Affordability;

**Row 3- Options for Picklist Field**

	A	B	C
4	Project Name	Help text	Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;

**Row 4- Help Text**

**Row 4: Help Text-** This row includes any necessary explanatory text for each field. Most importantly, it includes which fields in this template are required in order to submit the CSV file successfully.

6. Expand the columns as needed. Add the required data points.
  - The CSV Template will list all Projects starting in column A, Row 5, by the user defined Project Name last reported in the Community Impact Information System.<sup>9</sup>
  - In column C, please indicate “Affordability” since the Projects you are reporting on are in the Affordability Period of the performance period.
  - Rows D through M apply only to rental Projects, so leave the “NA” values in these columns.
7. Once completed, save the CSV file locally. **DO NOT CHANGE THE FILE FORMAT.**

### 3.3.2.2 How to Upload and Validate CSV File

1. Follow the process under Section 4.2.2.2 to upload and validate the CSV file.

### 3.3.3 Resale of a Home to a Non-qualifying Purchaser

If the CMF-financed Homeownership unit is no longer qualified because the home was sold to a non-qualifying homeowner, the housing is subject to the resale provisions of 12 CFR §1807.402(a)(5). This requires the Recipient to implement its recoupment strategy to finance another property in the same income category as the homeowner that was replaced. This replacement property will be reported in the system as a new property, while the home being replaced will be reported as a “terminated” Project. How to report these events is covered under Guidance and Advanced Topics 4 and 5.

<sup>9</sup> Recipients have the option to change the User-defined Project Number through an edit to the Project record but should never change the Project Name or AMIS-designated Project ID on the CSV file, which appears in the second column.

### 3.4 Submitting an Annual Performance Report

#### 3.4.1 Generating the Performance/Compliance Review Scorecard

Submitting the CMF Performance/Compliance Report requires a few simple steps. First, once all of the Projects have been entered and Stage data supplied for the performance year, you will need to generate a Performance Scorecard. The Performance Scorecard for 2010 CMF Awards contains only one test: whether each rental Project has at least twenty percent of units occupied by Low-Income (or lower) Families. You will be able to see quickly whether there is an instance of non-compliance with this test.

1. Log into AMIS and click on the **CMF Performance Report** tab and navigate to the “CMF Performance Report Detail” page using either of the methods detailed above in section 4.1.
2. Next, ensure that each Project has a Stage record completed for the current reporting year. Scroll down to the Projects section of the Performance Report. Once the CMF Project Stage records are saved the related **Project** record will show the green checkmark indicating that the required records had been created for the current year. If there is no green checkmark it means that the Project doesn’t have a Stage record created for that year yet. You will not be able to generate a scorecard until a Stage record is created for the current reporting year.

#### Compliance Projects Section- Stage Record Created Checklist

Action	Compliance Project ID	Stage is created for the current year	Project Name	Project Status	Disbursement Status	Total Eligible Project Costs	NonCompliance
Edit	P-00054	<input checked="" type="checkbox"/>	Test_DAE			\$0.00	
Edit	P-00055	<input checked="" type="checkbox"/>	Test_EDA	Partially Complete	Committed - Not Yet Disbursed	\$40.00	
Edit	P-00056	<input checked="" type="checkbox"/>	Test_HH	Committed	Committed - Not Yet Disbursed	\$15.00	
Edit	P-00057	<input type="checkbox"/>	Test_RH	Complete	Partially Disbursed	\$10.00	

**TIP:** You may need to expand the list of Projects, since the Performance Report will only show 5 Projects by default.

3. If you try to submit the CMF Performance Report without the green checkmark for any of the Projects, you will receive the following error message:



#### Missing Project Stage Record Error Message

- a. Click on the **Return To Report** button and create Stage reports for each Project that is missing one for the current year.

Action	Compliance Project ID	Stage is created for the current year	Project Name	Project Status	Disbursement Status	Total Eligible Project Costs	NonCompliance
Edit	P-00054	✓	Test DAE			\$0.00	
Edit	P-00055	✓	Test_EDA	Partially Complete	Committed - Not Yet Disbursed	\$40.00	
Edit	P-00056	✓	Test_HH	Committed	Committed - Not Yet Disbursed	\$15.00	
Edit	P-00057	✓	Test_RH	Complete	Partially Disbursed	\$10.00	

**Compliance Projects Section- Stage Record Created Checklist**

- Once all the Projects have a green checkmark you can generate the Performance Scorecard and view the Compliance Review Scorecard. To view Scorecard, click on the **Generate Performance Scorecard** button.



**Performance Report Detail Page- Generate Performance Scorecard**

- The system will display the **Compliance Review Scorecard**. Please note that this view may take a few moments to appear, so be patient.

**3.4.2 Submitting the Scorecard for CDFI Fund Review and Approval**

Although AMIS will allow you to submit a **CMF Performance Report** for CDFI Fund review prior to the end of a performance year, you should not do so. After a CMF Performance Report is submitted, any activity that occurs during that given performance year, but after the report has been submitted, cannot be reported properly without the report having to be re-opened.

- Once the **Generate Performance Scorecard** button is clicked on the Performance Report, a custom page, the **Compliance Review Scorecard (CRS)**, is opened.

Locations | Contacts | Service Requests | App Launcher | Awards | Reporting Schedule | CMF Performance Report | Closeout Reports | Multi-COE Projects | TLR Notes | TLR Projects | Loan Source

### COMPLIANCE REVIEW SCORECARD

Organization: [REDACTED]	Award: [REDACTED]	Reporting Year: 2016	<a href="#">Save Report</a>
Authorized Representative: [REDACTED]	Award Amount: \$4,000,000.00	Status: New	<a href="#">Submit Report</a>
Fiscal Year End: [REDACTED]	Award Year: 2010	Performance Report: <a href="#">PR-00101</a>	<a href="#">Print</a>

**Performance Measures and Goals**
Compliance Requirements

Schedule 1 Performance Measures and Goals				
Goal	Description	Benchmark	Actual	Indicator
Eligible Activities - 3.2(a)				
Eligible Uses - 3.2(b)				
Production Targets - 3.2 and 5.1c				
Portfolio-level Targeted Incomes and Geographies - 3.2(d), 5.1(d), 5.2(a), 5.3(a)				
Project-Level Unit Requirements - 3.2(e), 5.2(b), and 5.3(b)				
	Rental – At least twenty percent (20%) of the units in each rental project produced or supported by Eligible Project Costs are for Low-income (at or below 80% AMI) or Very Low-Income (at or below 50% AMI) or Extremely Low-Income (at or below 30% AMI) Families	Yes	Yes	PASS

**Compliance Review Scorecard**

- The **Compliance Review Scorecard** displays a read only banner that lists some information and links back to **Award and Performance Report** record. From here you can:

**Save Report** – To save any changes made to the report

**Submit Report** – To submit the annual Performance Report to the CDFI Fund for review and approval

**Print Report** – To print the scorecard

COMPLIANCE REVIEW SCORECARD			
Organization: <a href="#">Madhavi CMF ORG</a>	Award: <a href="#">AWD-0000756</a>	Reporting Year: 2017	<a href="#">Save Report</a>
Authorized Representative: <a href="#">Auth Rep 1 Test</a>	Award Amount: 900000.00	Status: New	<a href="#">Submit Report</a>
Fiscal Year End: 12/7/2018	Award Year: 2016	Performance Report: <a href="#">PR-00001</a>	<a href="#">Print</a>

- The scorecard contains a description of the compliance test, the benchmark required to pass the test, the actual test results, based on data from the Project and Stage records, and a Pass/Fail indicator. If a test is failed, the system will display a Non Compliance Explanation section, as shown below. The Recipient cannot submit the scorecard without completing the non-compliance explanation fields, if the system indicates a non-compliance has occurred.

Fiscal Year End:	Award Year: 2010	Performance Report: PR-00101	Print	
<b>Performance Measures and Goals</b>		<b>Compliance Requirements</b>		
<b>Schedule 1 Performance Measures and Goals</b>				
Goal	Description	Benchmark	Actual	Indicator
Eligible Activities - 3.2(a)				
Eligible Uses - 3.2(b)				
Production Targets - 3.2 and 5.1c				
Portfolio-level Targeted Incomes and Geographies - 3.2(d), 5.1(d), 5.2(a), 5.3(a)				
Project-Level Unit Requirements - 3.2(e), 5.2(b), and 5.3(b)				
	Rental – At least twenty percent (20%) of the units in each rental project produced or supported by Eligible Project Costs are for Low-Income (at or below 80% AMI) or Very Low-Income (at or below 50% AMI) or Extremely Low-Income (at or below 30% AMI) Families	Yes	No	FAIL
Non Compliance Explanation	Why did you fail to meet this PG&M? * What actions will you take to meet PG&M? * Will you meet this PG&M next FYE? * Why will you not meet PG&M by FYE? *	<input type="text"/> <input type="text"/> --None-- <input type="text"/>		

**CRS Non Compliance Explanation**

- Any changes made to the Compliance Review Scorecard can be saved by clicking on the **Save Report** button. If you close the window or navigate out of the scorecard, any unsaved changes will be lost.
- Click on the **Print** button to print the scorecard details.
- Once the report has been reviewed and, if required, the Non Compliance Explanation sections are complete, click the **Submit Report** button to submit the scorecard for Approval. The Status on the Scorecard changes to Submitted. You will no longer be able to make changes to the Scorecard or to the underlying records while the CDFI Fund evaluates the report.

COMPLIANCE REVIEW SCORECARD			
Organization: <u>Madhavi CMF ORG</u>	Award: <u>AWD-0005756</u>	Reporting Year: 2017	Save Report
Authorized Representative: <u>Auth Rep 1 Test</u>	Award Amount: 900000.00	Status: <u>New</u>	Submit Report
Fiscal Year End: 12/7/2018	Award Year: 2016	Performance Report: <u>PR-00001</u>	Print
<b>Performance Measures and Goals</b>	<b>Compliance Requirements</b>	<b>Other Program Outcomes</b>	

**CRS- Submit Report**

**TIP:** If you submitted the report in error, contact the Compliance team via a Service Request (input Compliance and Reporting as the Program) to request to have the report submission “rejected” and re-opened.

COMPLIANCE REVIEW SCORECARD			
Organization: <u>Madhavi CMF ORG</u>	Award: <u>AWD-0005756</u>	Reporting Year: 2017	Print
Authorized Representative: <u>Auth Rep 1 Test</u>	Award Amount: 900000.00	Status: <u>Submitted</u>	
	Award Year: 2016	Performance Report: <u>PR-00001</u>	
Report is locked. You can not update the report while it is locked.			

**CRS- Submitted and Locked**

7. The CDFI Fund will review the CMF Performance Report and either “approve” it or “reject” it for further work. During this time, you will not be able to make changes to the CMF Performance Report. Once the report is approved, the system will automatically advance to the next report year and you will be able to make entries again for the next report.
  
8. This completes the submission process for the CMF Performance Report.

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## ADVANCED TOPICS and GUIDANCE

### 3.5 Bulk Stage data upload via .csv

Users can add Stage records through a .csv file download and upload process. This bulk data method may be preferable and more efficient for Recipients with many Projects (i.e. more than 10-15).



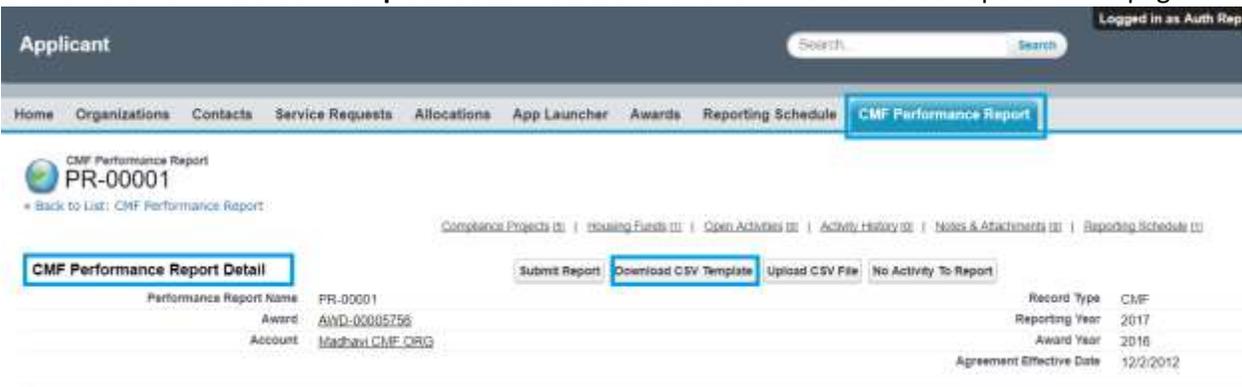
**Note:** Projects cannot be added using .csv at this time. The CDFI Fund will look to add the opportunity for a bulk upload process for Project creation in future versions of the CMF Performance Report. Note that Project records must be added in the Application by the user before adding the Stage records you want to update via .csv. Only Stage records can be added into the system using the CSV.

To upload the Stage records through the CSV form, the following steps needs to be performed:

1. Download the CSV Template
2. Fill in the CSV file
3. Upload the CSV File

#### 3.5.1 How to Download CSV Template

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Select the **Performance Report** record to view the details.
3. Click on the **Download CSV Template** button located on the “CMF Performance Report Detail” page.



#### CMF Performance Report Detail Page- Download CSV Template

4. A new browser window will open and provide a CSV download file. This may look slightly different depending on browser being used, however the action of opening or saving the CSV file will be similar.



#### Download CSV File Dialog Box

- Save the CSV file locally and open the file to view the contents. The CSV file should look similar to the image below but will be populated with the ID numbers of the Compliance Projects that you have added to your Performance Report in the application.

Sample CSV Template

### 3.5.2 How to Fill In CSV File

The CSV Template will list all Compliance Projects by ID number in the first column. The remaining columns are the permissible fields that can be input. This information will be used once uploaded to generate Project Stages for each Project.

	A	B	C	D	E	F	G	H
1	CMF_Template_2017	Stage Status	Project Status	Project Completion Date	Placed into Service Date	Disbursement Amount	Disbursement Status	Type of Disbursement
2	Field Type	PICKLIST	PICKLIST	DATE	DATE	CURRENCY (16,2)	PICKLIST	PICKLIST
3	Options	Committed; Partially Complete; Complete;	Committed; Partially Complete; Complete; Economic Development Expenses; Required for Economic				Committed - Not Yet Disbursed; Partially Disbursed; Fully Economic Development Activities;	Debt; Equity; Grant; Multiple;
4	Help text					Administrative Expenses;		
5	P-00052							
6	P-00053							
7	P-00054							
8	P-00071		NA	NA	NA		NA	NA
9	P-00072							

Sample CSV Template- Compliance Projects and Permissible Fields

**Note:** If an input field says “NA” that field is Not Applicable for that record type.

The rows of the template explain what type of information is required in each permissible field:

	A	B	C	D	E	F
1	CMF_Template_2017	Stage Status	Project Status	Project Completion Date	Placed into Service Date	Disbursement Amount

Row 1- Fields

**Row 1: Fields-** The field names for corresponding Project Stage records that you will fill in for each Compliance Project.

2	Field Type	PICKLIST	PICKLIST	DATE	DATE	CURRENCY (16,2)
---	------------	----------	----------	------	------	-----------------

**Row 2- Field Type**

**Row 2: Field Type**- This row defines the format of the response required for the data entered in each column field.

Some common field types include:

- PICKLIST- The user will choose one of the listed responses. In the CSV file, these responses are listed in **Row 3, Options for Picklist Field**, and separated by a semicolon.
- DATE- Input response in mm/dd/yyyy format.
- CURRENCY (16, 2) - Input response in USD using only numerical characters (no currency symbols necessary). The system will accept a number with up to 16 characters and 2 decimal places.

3	Options for Picklist Field	Investment; Affordability;	Partially Complete; Complete; Incomplete - Terminated;			Not Yet Disbursed; Partially Disbursed; Fully	Debt; Equity; Grant; Multiple;
---	----------------------------	-------------------------------	--	--	--	---	--------------------------------------

**Row 3- Options for Picklist Field**

**Row 3: Options for Picklist Field**- If the field type is a picklist field, this row will list the picklist options available, each option separated by a semicolon.

4	Help text	Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;	Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing;
---	-----------	---	--

**Row 4- Help Text**

**Row 4: Help Text**- This row includes any necessary explanatory text for each field. Most importantly, it includes which fields in this template are required in order to submit the CSV file successfully.

5	P-00052				
6	P-00053				
7	P-00054				
8	P-00071		NA	NA	NA
9	P-00072				

**Row 5 and Beyond- Compliance Projects By ID**

**Row 5 and Beyond: Compliance Projects By ID**- After Row 4, each additional row is for a Compliance Project, listed by ID number in the first column. The remaining columns are input fields for each Project. Fields that read “NA” are Not

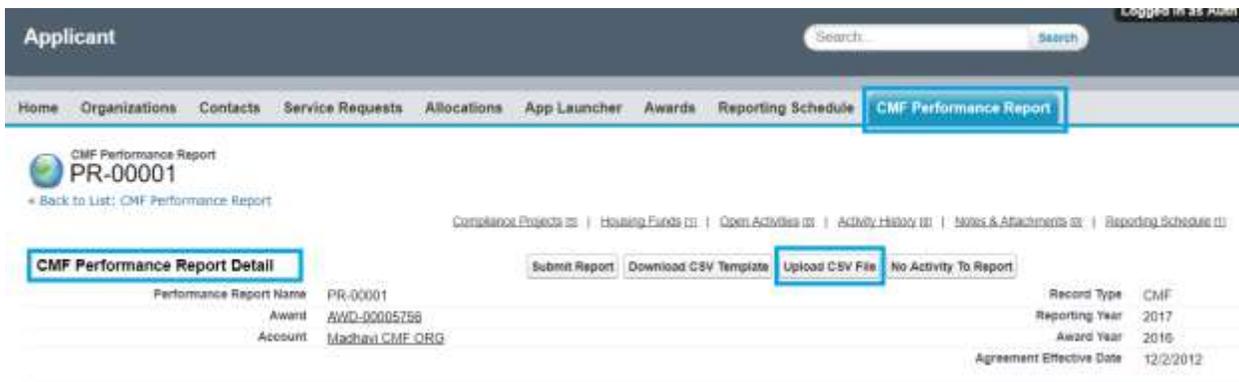
Applicable for that project type. Use the information provided on Field Type (Row 2) and any help text (Row 4) to help fill in the fields/columns for each Compliance Project.

For a detailed explanation of how to fill in each field in this template, please see Appendix A. Once completed, save the CSV file locally.

### 3.5.3 How to Upload and Validate CSV File

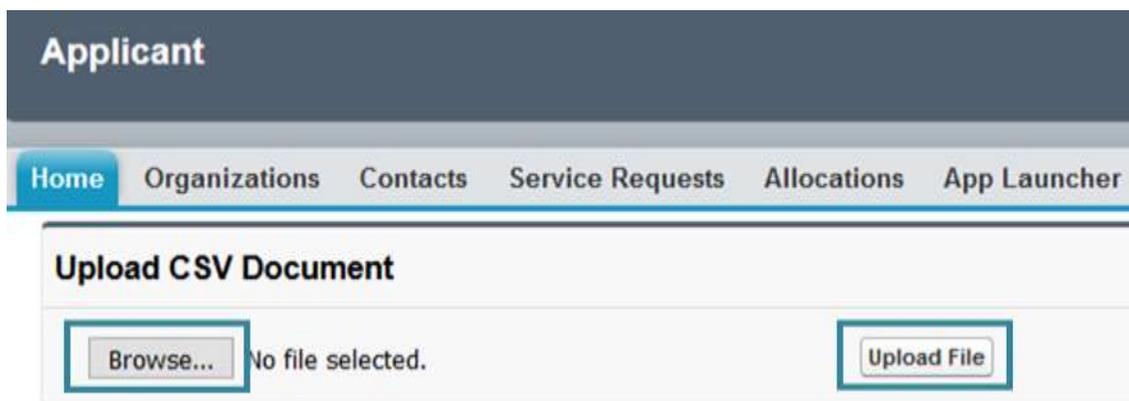
To upload the CSV file:

1. Log in to AMIS.
2. Navigate to the **CMF Performance Report** tab and select the record.
3. On the “CMF Performance Report Detail” page click on the **Upload CSV File** button.



**CMF Performance Report Details Page- Upload CSV File**

4. Click on the **Browse** button to locate the file from your machine, select the file.



**Browse For and Upload CSV File**

5. After selecting the file, click on the **Upload File** button. A confirmation will appear and the status of the file upload will be visible in the status bar below.



**Note:** If you have a large CSV document to upload, you can navigate away from this page while the file uploads and return later to view your results

**Success:**  
The file is submitted, Please check the status in status table below.

**Upload CSV Document**

Browse... No file selected. Upload File

**Status**

Uploaded Time	Uploaded File	Status	Results
4/11/2018 9:24 AM	CMF_Template_2017v2_for_PR-00043_initialerrors.csv	Please wait, processing 2%	

[RETURN TO REPORT](#)

**Upload CSV Document- Status Bar**

6. Once your CSV File is uploaded, your status bar will display one of the following results:
  - a. File Uploaded Successfully
  - b. Initial Validation Errors
  - c. Partial File Upload
7. If your status reads **File Uploaded Successfully**, your document has no errors. Click on the **Download Success Results Here** link to view your results.

Status	Results	Errors
File Uploaded Successfully	<a href="#">Download Success Results Here</a>	

[RETURN TO REPORT](#)

**File Uploaded Successfully and Results Download**

8. The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists the ID number of all updated Compliance Projects and the type of Stage Status successfully created for them. These new Stages are accessible from the Compliance Project’s detail page.

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

**Successful CSV Upload Results- Created Stages**

- Click on the **Return to Report** link under the Status bar in the application to navigate back to the Performance Detail page.



### CSV File Upload- Return to Report

- If your CSV file upload returns the status **Initial Validation Errors**, there are incorrect or missing values entered in your file. You cannot continue with the upload of the file if there are any error messages. Click on the **Download Errors Here** link to download the system’s error report.



### Initial Validation Errors and Errors Download

- The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists what kind of error is present, what Project ID it is associated with, the field where the incorrect value was entered, and what value is incorrect. For example, in row 2 a picklist value was entered incorrectly in the **Stage Status Field** for **Project P-01590**. The **Wrong Value** column shows that the value “Investments” was entered instead of the picklist option “Investment”. To correct this error, find the **Stage Status Field** for Project P-01590 in your CSV file and correct the spelling of the picklist option.

	A	B	C	D
1	Error message	Project	Field	Wrong Value
2	PickList value is not correct	P-01590	Stage Status	Investments
3	This is a required field	P-01591	Stage Status	empty
4	This is a required field	P-01592	Disbursement Status	empty
5	This is a required field	P-01593	Use of Funds	empty
6	This is a required field	P-01594	Project Status	empty
7	PickList value is not correct	P-01594	Disbursement Status	Partially
8	This is a required field	P-01594	Stage of Investment	empty
9	This is a required field	P-01598	Stage Status	empty
10	This is a required field	P-01598	Use of Funds	empty
11	This is a required field	P-01599	Stage of Investment	empty
12	PickList value is not correct	P-01600	Type of Disbursement	Multiples

### Initial Validation Error Report

12. Once errors are fixed, try to upload the file again.

13. If your CSV file upload returns the status **Partial File Upload**, your file was successfully validated and the system created Project Stages for some, but not all of your Projects. There are some projects that still contain impermissible values that need to be corrected in order to generate Project Stages.

Status	Results	Errors
	<a href="#">Download Success Results Here</a>	<a href="#">Download Errors Here</a>

[RETURN TO REPORT](#)

### Partial File Upload

14. To view which Stages were created successfully, download the Success Results report. The spreadsheet lists the ID number of all updated Compliance Projects and the type of Stage Status successfully created for them. These new Stages are accessible from the Compliance Project’s detail page.

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

**Successful CSV Upload Results- Created Stages**

15. Return to the CSV Upload page. You will need to address the mistakes in the error report to generate Stages for **all** your Compliance Projects. Click on the **Download Errors Here** link to download the system’s error report.

Status	Results	Errors
	<a href="#">Download Success Results Here</a>	<a href="#">Download Errors Here</a>

[RETURN TO REPORT](#)

**Partial File Upload- Error Report**

16. The link will open your browser’s download dialog box and allow you to open the file locally. The spreadsheet lists the Project ID and Erroring Field and briefly describes why the entry must be corrected.

For example, in row 3 the Compliance Project P-01600 has an error in the field **Date Funds Committed** because the date entered is a future date. Correct the date to a permissible value.

	A	B	C
1	Erroring Project Line	Erroring Field	Error Message
2	Project line P-01591 with stage Investment has a pick-list value which is not allowed. For more details please read Field Help Text column	Use of Funds	Bad value for restricted picklist field: Direct Administrative Expenses
3	Project line P-01600 with stage Investment does not satisfy the validation rule. For more details please read Error Message column	Date Funds Committed	Date Funds Committed must not be a future date

**Partial Upload- Final Error Report**

17. Once errors are fixed, try to upload the file again. When you are successful, click on the **Return to Report** link under the **Status** bar to navigate back to the Performance Detail page.



**CSV File Upload- Return to Report**

18. Proceed to the directions in Section 5.9 of this guide to complete submission of the report.

### 3.6 Reporting the Replacement of a Home in a Homeownership Project

Recipients that finance homeownership may have occasions where an individual property must be replaced. For example, a financed home may be resold to a non-qualifying borrower.<sup>10</sup> Replacement of homes must be reported according to the following steps:

#### 3.6.1 Report the home being replaced as Incomplete - Terminated.

Locate the Project record for the home that needs to be replaced. Create a new Stage record for this Project unless one has already been created for the year, in which case updates can be made to that Stage record. Change the **Project Status** to **Incomplete – Terminated**. Under Project Dates section, list the final date the home met the affordability requirements of the CMF Program in the **Termination Date** field. Report any Program Income earned by the Recipient in the Program Income section. Click **Save**.

CMF Project Stage Edit  
S-004229

CMF Project Stage Edit [Save] [Save & New] [Cancel]

CMF Project Stage Name: S-004229 Record Type: Homeownership Housing  
CMF Project: P-02939

Stage Status: Investment  
Project Status: Incomplete - Terminated

Reporting Year: 2019

**Project Dates**

Date Funds Committed	6/15/2019 [ 8/27/2019 ]	Project Completion Date	6/15/2019 [ 8/27/2019 ]
Date of First Disbursement	6/15/2019 [ 8/27/2019 ]	Placed into Service Date	6/15/2019 [ 8/27/2019 ]
Date of Full Disbursement	6/15/2019 [ 8/27/2019 ]	Initial Occupancy Date	6/15/2019 [ 8/27/2019 ]
		Termination Date	8/16/2019 [ 8/27/2019 ]

**TIP:** Be sure that no additional disbursements of the grant or Program Income are reported under the Use of Funds or Program Income sections unless these disbursements were made in the same reporting year as the project termination. Additionally, do not report any Eligible Project Costs previously reported.

#### 3.6.2 Create the replacement home Project record and Stage record.

Follow the steps in section 5.7.2 & 5.7.3 and those below to link the new project with the one being replaced. When creating the **Project** record for this home input the **Compliance Project ID** into the **Housing Project Replaced** field under the Project Dates section. You can locate the correct Compliance Project ID by clicking on the small magnifying glass button located next to the Housing Project Replaced field.

**Project Dates**

Project Commitment Date	Placed into Service Date
Date Funds Committed	Initial Occupancy Date
Date of First Disbursement	Termination Date
Date of Full Disbursement	Housing Project Replaced P-02939
	Start of 10 Year Affordability
	Affordability Gap Days
	Project Completion Date

<sup>10</sup> The Recipient should refer to Section 5.3 of the Assistance Agreement for more information regarding resale and recoupment requirements.

If the replacement home is being financed with Program Income from the home being replaced or any other Program Income, be sure to indicate the **Commitment of Program Income** on the Project record in the correct field(s).

Program Income	
Commit. of PI – equity/loan/recoveries	<input type="text" value="10000"/>
Commitment of PI – Interest Income	<input type="text"/>

On the Stage record, indicate the **Stage of Investment** as “Reinvestment”. Also be sure to report any disbursement of Program Income and new Eligible Project Costs. Click on the **Save** button to save the record.

### 3.6.3 Viewing the impact on the Affordability Period on the Project record.

Returning to the **Project** record, under the **Project Dates** section, the user should note that the system will automatically determine the end date for the 10-year performance period for this Project, along with other information once a Completion date for the replacement home has been entered. This date takes into account any gap in time between when the home being replaced was terminated and when the replacement project was completed:

Placed into Service Date	8/27/2019
Initial Occupancy Date	8/27/2019
Termination Date	
Housing Project Replaced	P-02939
Start of 10 Year Affordability	6/15/2019
Affordability Gap Days	11
End of 10 Year Affordability Period	6/26/2029
Project Completion Date	8/27/2019

## 3.7 Guidance Regarding Reporting Family Occupancy of Occupied Rental Units

### 3.7.1 Annual Tenant Income Reexamination and Re-categorization

The CMF Program Interim Rule (12 CFR 1807.401(f)) requires that the income of each Family residing in a rental Project unit be re-examined annually by the Recipient.

In each reporting period for each CMF rental Project, the Recipient must accurately report the number of units occupied by income category. This means that each Family must be categorized into the correct income category based on the occupying Family’s income relative to the Area Median Income (adjusted for Family size) for the applicable state and county. Acceptable sources for determining Family income include the Internal Revenue Service Form 1040 or as described in 24 CFR §5.609.

- Do **NOT** simply report the original income classification of the unit when Project Completion was achieved.
- **Always** re-examine income and reclassify each Family according to the correct Area Median Income (AMI) for that reporting period.
- Do **NOT** assume that a Family that maintains residence over two reporting periods has the same income classification in the most recent year as it did the prior reporting year.

When completing the occupancy data for rental units in AMIS, on the Stage record you must enter the number of units occupied at each income level based on Family income compared to the Project’s applicable Area Median Income:

<b>Rental Units Occupied at Performance Year End</b>	
<b>ELI units occupied - 0 - 30% AMI</b>	<input type="text" value="10"/>
<b>VLI units occupied - 31 - 50% AMI</b>	<input type="text" value="14"/>
<b>LI units occupied - 51 - 80% AMI</b>	<input type="text" value="10"/>
<b>Eligible units occupied - 81 - 120% AMI</b>	<input type="text" value="5"/>
<b>Non Eligible units - 121% AMI and higher</b>	<input type="text" value="5"/>

The following table provides additional guidance on what information to enter in each field at the aggregate level:

<b>Data Field in AMIS</b>	<b>Data Field Description</b>
Extremely Low-Income Families (Occupied)	Enter the number of units occupied by Families at 30% of AMI or below at the end of the reporting period.
Very Low-Income Families (Occupied)	Enter the number of units occupied by Families 31%-50% of AMI at the end of the reporting period.
Low-Income Families (Occupied)	Enter the number of units occupied by Families 51%-80% of AMI at the end of the reporting period.
Other Eligible-Income Families (Occupied)	Enter the number of units occupied by Families 81%-120% of AMI at the end of the reporting period.
Non Eligible Families (Occupied)	Enter the number of units occupied by Families above 120% of AMI at the end of the reporting period.

This space is intentionally blank.

The following chart shows how a Family at each income level should be categorized in a subsequent reporting period:

**Guide for Classification of a Family in the Initial Year and Subsequent Year**

<b>Initial Family Income Category Classification / Prior-year Classification</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family stays in same income category</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family income goes down to lower category; Family not requalified / rent not lowered to lower category limits</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family income goes down to next income category; Family requalified / rent lowered to next lower category limits</b>	<b>Extremely Low-Income</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>
<b>Family income goes up to next income category; Family not requalified / rent not raised to next higher category limits</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>
<b>Family income goes up to next income category; Family requalified / rent raised to next higher income category limits</b>	<b>Extremely Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>
<b>Family income increases above 80%</b>	<b>Eligible</b>	<b>Eligible</b>	<b>Eligible</b>	<b>Eligible</b>	<b>N/A</b>
<b>Family income increases above 120%</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>

**Special Case #1: Family occupies a higher income unit when they might qualify for a lower income unit and lower rent ceiling.** A Family that qualifies for a given unit but rents a unit specified for a higher income category and will pay the higher rent associated with that category, should be classified in the higher income category.

For example, a Family has an income that falls within the Very Low-Income category but because there are not Very Low-Income units available, leases a Low-Income unit and will pay the rent limits associated with the limits for Low-Income Families. This Family would be categorized initially as a Low-Income Family.

**Special Case #2: A Family occupying a unit at a given category income limit transitions to a lower income category unit and rent limit.** A Family occupies a given income unit but qualifies for a lower income category unit and is signed to a new lease at the lower income unit price, which may or may not be associated with a change in the unit actually occupied, should be categorized at the lower income category.

For example, a Family that is in the Very Low-Income category signs a lease for a Low-Income unit for a year because no Very Low-Income Units were available. This is the special case presented above. The property experiences a vacancy in a Very Low-Income Unit. The Family is then offered and signs a new lease for an apartment at the lower Very Low-Income category limits. That Family would now be classified as a Very- Low-Income Family. The property manager chooses to exercise a swap of the units, so the vacant unit is offered to a new Low-Income Family. The end result would be occupancy of one Low-Income unit and one Very Low-Income unit, but the property manager has better aligned the rents to match the Family’s income. Revising the designation of the unit for the Very Low-Income Family, reduced the risk of a rent shortfall, and maintained the anticipated rental income coming into the property.

### **Area Median Income Data**

Area Median Income data is provided by the Department of Housing and Urban Development. A Family whose income is not in excess of 120% of the applicable Area Median Income (AMI) is considered Eligible- Income for CMF. A Family whose income is not in excess of 80% of the applicable AMI is considered Low- Income. A Family whose income is not in excess of 50% of the applicable AMI is considered Very Low- Income. A Family whose income is not in excess of 30% of the applicable AMI is considered Extremely Low- Income. The HUD database provides this AMI data, adjusted for Family size.

The HUD data can be found by clicking [here](#).

From this page follow the link under “Access Individual Income Limits Areas.”

### **3.7.2 Guidance Regarding Reporting Family Occupancy of Vacant Rental Units**

The CDFI Fund recognizes that from time to time rental units in a rental Project will become vacant. Where there is a vacancy in a unit which causes a temporary noncompliance, the CDFI Fund will allow the Recipient to report the unit in the highest income category of the Family that would be eligible to occupy the unit, so long as the unit is being actively prepared for occupancy and marketed for lease. In other words, if a unit will exclusively be available to a Low-Income Family (or lower), the unit should be reported as an occupied unit at the Low-Income level. If the income level of the next occupying tenant is uncertain or is not being actively prepared for occupancy and marketed for lease, the unit should be classified as a non-eligible Family occupied unit.

### 3.8 Guidance Regarding Homeownership Affordability Reporting

Annually, for each CMF-financed Homeownership unit, the Recipient must track whether the original purchasing Family remains the owner of the home and the home continues to serve as a principal residence, OR a subsequent owner, who is (1) an Eligible-Income Family (Family income is 120% AMI or lower); (2) purchased the home at no greater than 95 percent of the median purchase price as used in the HOME Program, and (3) the home serves the new Family as the principal residence. Where these ownership conditions apply, the Recipient will confirm continuing compliance of the Homeownership Project through submission of a Stage report, following the instructions in Section 4.3 with no change to the data.

However, if the CMF-financed Homeownership unit is no longer compliant by virtue of a non-qualifying Family purchasing the home, the housing is subject to the resale provisions of 12 CFR §1807.402(a)(5). This requires the Recipient to implement its recoupment strategy to finance another property in the same income category as the Family that initially purchased the CMF financed Homeownership unit. This replacement home will be reported in the system as a “New Project”, while the home with the non-qualifying Family will be reported as a “terminated” Project. See Guidance and Advanced Topics 5 and 6 for this situation.

### 3.9 Submitting a Service Request in AMIS for Compliance<sup>11</sup>

1. Log into AMIS. Click on **Service Requests** from the tab options. Your tab options may appear differently depending on the setup for your account.



You are now on the Service Requests Home page. Click on the **Create New Service Request** button.



<sup>11</sup> A comprehensive guide covering Service Requests and the Service Request lifecycle is available in Section 8 of the “Getting Started – Navigating AMIS training manual: <https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf>

2. On the Service Request Edit page, complete the required fields on the form. Select **Compliance and Reporting** as the **Program** from the dropdown list. If the Service Request is related to a specific award, for best service enter or look up the Award Name in the **Award** field (e.g. AWD-0001234). Then select **Submit**.

The screenshot shows the 'New Service Request' form with several sections and callout boxes:

- Service Request Edit** (Header): Includes buttons for **Submit**, **Submit & Add Attachment**, **Save & New**, and **Cancel**.
- Service Request Information**:
  - Service Request Owner: Tim Tester
  - Contact Name: [Empty]
  - Organization Name: [Empty]
  - Program: --None-- (Callout: **Select from dropdown list**)
  - Program Topic: [Empty]
  - Requested By Date: 4/3/2019 [3/27/2019] (Callout: **Date you want it completed**)
  - Last Comment Date: [Empty]
  - Last Attachment Date: [Empty]
  - Funding Application: [Empty]
  - Award: [Empty] (Callout: **Enter Award Name**)
  - Validated: --None-- (Callout: **Select from dropdown list**)
- Additional Information**:
  - Status: New (Callout: **Leave as New**)
  - Service Request Origin: Web (Callout: **Leave as Web**)
  - Completed Date: [Empty]
- Description Information**:
  - Subject: [Empty] (Callout: **Provide a brief title**)
  - Description: [Empty text area] (Callout: **Provide a complete description**)
- Resolution**:
  - Resolution: [Empty] (Callout: **Send to the CDFI Fund**)

Buttons at the bottom: **Submit**, **Submit & Add Attachment**, **Save & New**, **Cancel**.

## Supplemental Guidance – Verification of Migrated CMF Performance Data

### 1. Introduction

The CDFI Fund migrated portions of the CMF performance data for the 2010 awards 2017 CMF Activities Report from the Community Impact Information System (CIIS) to AMIS. To conclude this process, the CDFI Fund needs Recipients to review the data and validate it for completeness and accuracy.

**If any errors exist, explain the matter in a CMF Compliance Service Request so that CDFI Fund staff can work with you to resolve the matter. Attach information, documents, etc. as needed. Do not edit any AMIS records without prior instructions from the CDFI Fund. It is critical that changes be fully documented prior to making a change to the data.**

The CDFI Fund migrated data only for Rental and Homeownership Affordable housing Projects. This is because only these Projects are subject to on-going compliance monitoring. Furthermore, only those data points necessary to the monitoring process were migrated and need to be accessed by Recipients:

CIIS Report Column	Source Field Name	Destination Record	Destination Field
<b>Use of Funds Tab</b>			
B	Project Number	Project	Project Name
<b>Projects Tab</b>			
B	Project Status	Project & Stage	Project Status
D	Project Type	Project	Project Type
F	Completion Date	Project & Stage	Project Completion Date, Placed in Service Date, Initial Occupancy Date
P	Project Address	Project	Project Address
Q	Project City	Project	Project City
R	Project State	Project	State Abbreviation
S	Project Zip	Project	Project Zip Code
<b>Housing Development Data Tab</b>			

D	Rental - Number of Cumulative Units Completed - Extremely Low-income Occupants	Project & Stage	Extremely Low-Income Families (Complete)
E	Rental - Number of Cumulative Units Completed - Very Low-income Occupants	Project and Stage	Very Low-Income Families (Complete)
F	Rental - Number of Cumulative Units Completed - Low-Income Occupants	Project and Stage	Low-Income Families (Complete)
G	Rental - Number of Cumulative Units Completed - Other Eligible Occupants	Project and Stage	Other Eligible Families (Complete)
H	Rental - Number of Cumulative Units Completed - Non-Eligible Occupants	Project and Stage	Non-Eligible Families (Complete)
N	Rental- Number of Cumulative Units Occupied - Extremely Low-Income Occupants	Project and Stage	Extremely Low-Income Families (Occupied)
O	Rental- Number of Cumulative Units Occupied -	Project and Stage	Very Low-Income Families (Occupied)

	Very Low-Income Occupants		
P	Rental- Number of Cumulative Units Occupied - Low-Income Occupants	Project and Stage	Low Income Families (Occupied)
Q	Rental- Number of Cumulative Units Occupied - Other Eligible Occupants	Project and Stage	Other Eligible Income Families (Occupied)
R	Rental- Number of Cumulative Units Occupied - Non-Eligible Occupants	Project and Stage	Non-eligible Income Families (Occupied)
V	Owner Occupied Units Completed - Extremely Low-Income Occupants	Project	Homebuyer Income Category (drop-down menu). Each home must have its own Project record.
W	Owner Occupied Units Completed -Very Low-Income Occupants	Project	Homebuyer Income Category (drop-down menu). Each home must have its own Project record.
X	Owner Occupied Units Completed -Low-Income Occupants	Project	Homebuyer Income Category (drop-down menu). Each home must have its own Project record.

Y	Owner Occupied Units Completed -Other Eligible Occupants	Project	Homebuyer Income Category (drop-down menu). Each home must have its own Project record.
Z	Owner Occupied Units Completed -Non-Eligible Occupants	Project	Homebuyer Income Category (drop-down menu). Each home must have its own Project record.
AK	Number of Units Sold to First time homebuyers - Extremely Low-Income Homebuyers	Project	First-time homebuyer (drop-down menu). Each home must have its own Project record.
AL	Number of Units Sold to First time homebuyers - Very Low-Income Homebuyers	Project	First-time homebuyer (drop-down menu). Each home must have its own Project record.
AM	Number of Units Sold to First time homebuyers - Low-Income Homebuyers	Project	First-time homebuyer (drop-down menu). Each home must have its own Project record.
AN	Number of Units Sold to First time homebuyers - Other Eligible Homebuyers	Project	First-time homebuyer (drop-down menu). Each home must have its own Project record.

AO	Number of Units Sold to First time homebuyers - Non-Eligible Homebuyers	Project	First-time homebuyer (drop-down menu). Each home must have its own Project record.
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## 2. Check for a Project record for each Project

- a. To get started, have a copy of your organization’s last performance report submitted in the Community Impact Information System (CIIS Report) (or spreadsheet uploaded to AMIS, if that was how your last report was submitted).
- b. Log into AMIS and navigate to the 2010 CMF Performance Report using one of the methods listed in Section 4.1 of this manual. Click on the **Performance Report Name** link for the 2010 award.
- c. You should now be on the **CMF Performance Report Detail** Page. Scroll down the page until you see the **Projects** related list:

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Stage is created for the current year
Edit	P-01160	RH	Fully Disbursed	Complete	<input type="checkbox"/>
Edit	P-01161	RH			<input type="checkbox"/>
Edit	P-01162	RH	Fully Disbursed	Complete	<input checked="" type="checkbox"/>
Edit	P-01163	RH			<input type="checkbox"/>
Edit	P-01164	RH			<input type="checkbox"/>

[Show 5 more »](#) | [Go to list \(12\) »](#)

By default, only five Project record rows will be visible. Click on “**Go to list (#)**” to expand the list to see the complete list of Projects that were migrated.

Ensure that each Rental and Homeownership Project that appears on the CIIS Report, excluding terminated projects that were never placed into service, appears in the AMIS Projects related list<sup>12</sup>:

- i. Does each Rental or Homeownership Project Number in the CIIS Report (Use of Funds tab-column B, Projects tab-column A, Housing Development Data tab-column A) that was not reported as terminated appear in the **Project Name** column in the AMIS report?
- ii. Are there any Project Names that appear in AMIS that should not appear, including terminated

<sup>12</sup> There should be a Project record in AMIS for each Homeownership unit. For example, if there were seven Homeownership units reported as part of a single Project in CIIS, these should appear as seven individual records in AMIS. Your organization should have provided updated information to the CDFI Fund as part of the data migration process.

- Projects, Recipient Operations, and Economic Development Activities Projects?
- iii. Are there any Projects that were not included on either the last CIIS report or AMIS but should have been?
  - iv. Are there any “scattered site” rental Projects with more than one Project record appearing in AMIS?<sup>13</sup>
  - v. Is there a green check mark box under “Stage is created for the current year”?

### 3. Assess each Rental Project: Project Record Data

For each Rental Project, the Project record must be evaluated for the accuracy of the data. Stage data is reflected on the Project record, so the Stage data doesn’t require a review.

- a. Access the **Project Detail Page** by clicking on the **Compliance Project ID** link for each Rental Project.

The screenshot shows a table titled "Projects" with a "New Project" button. The table has six columns: Action, Compliance Project ID, Project Name, Disbursement Status, Project Status, and Stage is created for the current year. The rows are as follows:

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Stage is created for the current year
Edit	<a href="#">P-01160</a>	RH	Fully Disbursed	Complete	<input type="checkbox"/>
Edit	<a href="#">P-01161</a>	RH			<input type="checkbox"/>
Edit	<a href="#">P-01162</a>	RH	Fully Disbursed	Complete	<input checked="" type="checkbox"/>
Edit	<a href="#">P-01163</a>	RH			<input type="checkbox"/>
Edit	<a href="#">P-01164</a>	RH			<input type="checkbox"/>

At the bottom of the table, there are links for "Show 5 more »" and "Go to list (12) »".

This is a duplicate of the screenshot above, showing the same "Projects" table with the same data and layout.

- b. Confirm the accuracy of the data in the following fields of the Project record for each Rental Project:
  - vi. Project Name
  - vii. Project Status
  - viii. Project Type<sup>14</sup>

<sup>13</sup> A scattered site rental project is a Project in which rental units at multiple addresses were assisted by the CMF Program through a single financing and have common ownership. There should be only one Project record in AMIS for each instance. For example 10 units financed over 3 locations through the same financing would have only 1 Project record, even though there are three properties involved.

<sup>14</sup> All Rental Projects should be coded with “MF-\_\_\_”. No Homeownership Projects should be coded “MF-\_\_\_”. The data will match what was reported on the CIIS Report Projects tab, column D.

- ix. Project Completion Date
- x. Placed into Service Date
- xi. Initial Occupancy Date
- xii. Project Address
- xiii. Project City
- xiv. State Abbreviation
- xv. Project Zip Code
- xvi. Extremely Low Income Families (Complete)<sup>15</sup>
- xvii. Very Low Income Families (Complete)
- xviii. Low Income Families (Complete)
- xix. Other Eligible Families (Complete)
- xx. Non-Eligible Families (Complete)
- xxi. Extremely Low Income Families (Occupied)<sup>16</sup>
- xxii. Very Low Income Families (Occupied)
- xxiii. Low Income Families (Occupied)
- xxiv. Other Eligible Income Families (Occupied)
- xxv. Non-eligible Income Families (Occupied)

Project P-01147  
 < Back to CHF Performance Report: PR-00095

CMF Project Stages (x) | Open Activities (0) | Activity History (0) | Notes & Attachments (0)

**Project Detail** Edit

Completed Project ID	PR-00095	Record Type	Rental Housing Performance Report
Project Name	RH	Award Year	2010
Project Status	Committed	Reporting Year	2019

Stage is created for the current year

▼ **Project Details**

Project Type	Primary Financing type	# Construction Jobs Created	
		# Non-Construction Jobs Created	0
		Other CDFI Program Funds Used?	
		Federal Sources of Funding	
		Federal Sources Funding Amount	
		Use of Low-Income Housing Tax Credit \$?	

▼ **Project Dates**

Date Funds Committed	12/15/2018	Project Completion Date	12/19/2018
Project Commitment Date	12/19/2018	Placed into Service Date	12/19/2018
Date of First Disbursement	10/10/2018	Initial Occupancy Date	12/19/2018
Date of Full Disbursement	12/19/2018		

▼ **Use of Funds**

<sup>15</sup> xi – xv correspond to the units placed into service in each income category.

<sup>16</sup> xvi – xx correspond to the last reported occupancy by income category of the occupying Family.

This space is intentionally blank.

**▼ Address**

Project Address	X Coordinate
Project City	Y Coordinate
State Abbreviation	FIPS Code
Project Zip Code	

**▼ Housing Need & Metro Type**

Area of High Housing Need?	Census Tract Error Message
Metro/Non Metro	Within Designated Service Area
Economic Incentive	

**Rental - Number of Cumulative Units Completed - Aggregated**

Extremely Low Income Families (Complete)	30	Rental - ELIC %	55.56%
Very Low Income Families (Complete)	6	Rental - VLIC %	11.11%
Low Income Families (Complete)	6	Rental - LIC %	11.11%
Other Eligible Families (Complete)	6	Rental - OEF %	11.11%
Non Eligible Families (Complete)	6	Rental - Non Eligible %	11.11%
Total Eligible Units	48		
Total Units	54		

**Rental Units Occupied at Performance Year End**

Extremely Low Income Families (Occupied)	7	Rental - ELIC/VLIC (and LIC for 2010) Result	38.89%
Very Low Income Families (Occupied)	7	Rental-ELIC/VLIC (+ LIC for 2010) Result	✓
Low Income Families (Occupied)	7		
Other Eligible Families (Occupied)	7		
Non Eligible Families (Occupied)	7		

If any errors exist, explain the matter in a CMF Compliance Service Request so that CDFI Fund staff can work with you to resolve the matter. Attach information, documents, etc. as needed. Do not edit any AMIS records without prior instructions from the CDFI Fund. It is critical that changes be fully documented prior to making a change to the data.

#### 4. Assess each Homeownership Project: Project Record Data

For each Homeownership property there must be a separate Project record. This facilitates reporting on affordability, which is specific to each home. The Project record must be evaluated for the accuracy of the data.

- a. Access the **Project Detail Page** by clicking on the **Compliance Project ID** link for each Homeownership Project.

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Stage is created for the current year
Edit	<a href="#">E-01144</a>	DAE			✓
Edit	<a href="#">E-01145</a>	DAE	Partially Disbursed	Partially Complete	✓
Edit	<a href="#">E-01146</a>	homeownership 1	Partially Disbursed	Partially Complete	✓

- b. Confirm the accuracy of the data in the following fields of the Project record for each Homeownership Project:
  - xxvi. Project Name
  - xxvii. Project Status

- xxviii. Project Type<sup>17</sup>
- xxix. Homebuyer Income Category<sup>18</sup>
- xxx. First Time Homebuyer<sup>19</sup>
- xxxi. Project Completion Date
- xxxii. Placed into Service Date
- xxxiii. Initial Occupancy Date
- xxxiv. Project Address
- xxxv. Project City
- xxxvi. State Abbreviation
- xxxvii. Project Zip Code

Project P-01146

CMF Project Stage has been updated.

Back to CMF Performance Report: PR-00095

CMF Project Stages (4) | Open Activities (2) | Activity History (2) | Notes & Attachments (2)

### Project Detail

Compliance Report ID	P-01146	Record Type	Homeownership Housing
Project Name	homeownership 1	Performance Report	PB-00095
Project Status	Complete	Award Year	2010
		Reporting Year	2019
		Stage is created for the current year	<input checked="" type="checkbox"/>

### Project Details

Project Type	Purchase (Mortgage Finance)	# Construction Jobs Created	
Project Type (2nd line)		# Non-Construction Jobs Created	0
Primary Financing Type	Permanent financing (2nd lien or lower)	Other CDFI Program Funds Used?	No
Homebuyer Income Category	Low	Federal Sources of Funding	
First-Time Homebuyer	Yes	Federal Sources Funding Amount	
Housing Fund		Use of Low-Income Housing Tax Credit \$?	No
Sale Price			
Median Sale Price			
% Sale Price to Median Sale Price	0.00%		
Sale Price Compliance	Not Applicable		

### Project Dates

Project Commitment Date	4/15/2013	Placed into Service Date	4/15/2013
Date Funds Committed	4/15/2013	Project Completion Date	4/15/2013
Date of First Disbursement	4/15/2013	Initial Occupancy Date	4/15/2013
Date of Full Disbursement	4/15/2013		

### Use of Funds

Continued on the next page.

<sup>17</sup> All Homeownership Projects should be coded with “SF-\_\_\_” or “Purchase (\_\_\_)”. No Homeownership Projects should be coded “MF-\_\_\_”. The data will match what was reported on the CIIS Report Projects tab, column D.

<sup>18</sup> The Homebuyer Income Category was determined by the designation of the income category of the Family as reported on CIIS Report Housing Development Data tab, columns V – Z.

<sup>19</sup> To code this field, the CDFI Fund looked at CIIS Report Housing Development Data tab columns AK – AO. If any of these fields contained a “1” data, AMIS will reflect “Yes”, meaning that the Family was a first-time homebuyer. Otherwise, the Family was not considered a first-time homebuyer.

▼ Address

Project Address	123 Main
Project City	Virginia City
State Abbreviation	NV
Project Zip Code	88888

**If any errors exist, explain the matter in a CMF Compliance Service Request so that CDFI Fund staff can work with you to resolve the matter. Attach information, documents, etc. as needed. Do not edit any AMIS records without prior instructions from the CDFI Fund. It is critical that changes be fully documented prior to making a change to the data.**

### 5. Final Steps of Verification Process

If, after reviewing the AMIS data compared to the prior CIIS report and your Project records, you determine that the data is accurate (or after the data has been corrected), please follow the steps in Section 4.4. The CDFI Fund will review this report, which will then allow for entry of data for the FY 2018 performance year.

This completes the one time verification process for the transition from CIIS to AMIS.